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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Occupational Psychology, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 012 946). Others are available from the source identified in the abstract. (CD)

ED0 48514

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

WINTER 1970

ERIC
CLEARINGHOUSE ON
VOCATIONAL AND
TECHNICAL EDUCATION

VT012945

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Comprehensive and Vocational Education Research, U. S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;

2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;

3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;

4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;

5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and inservice education program;

6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESOURCES INFORMATION CENTER LOCATED IN THE U. S. OFFICE OF EDUCATION.

ED 048514

Abstracts of Instructional Materials in Vocational and Technical Education

WINTER 1970

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The Center for Vocational and Technical Education
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1900 Kenny Road, Columbus, Ohio 43210

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PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

* A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.

* A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.

* Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.

* A source of bibliographies and a resource for development of bibliographies.

* A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1]Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc., and with reviewing and synthesizing information related to topical areas such as the economics of vocational and technical education.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Documents which have been pulled from RIE resume tapes will appear in uppercase letters only. Additional components of a resume are explained in a diagram on page x.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Subject and Identifier Index
Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MP, ED or MP to VT)

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Indexes are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .75	or	HC - $ 9.35
ED 015 336	Winter 1967 AIM	MF - $1.00	or	HC - $10.50
ED 017 745	Spring 1968 AIM	MF - $ .75	or	HC - $ 9.95
ED 020 441	Summer 1968 AIM	MF - $ .75	or	HC - $ 8.95
ED 022 064	AIM-ARM Annual Index 1967-68	MF - $ .50	or	HC - $ 6.30
ED 023 936	Fall 1968 AIM	MF - $ .75	or	HC - $ 9.30
ED 028 302	Winter 1968 AIM	MF - $ .75	or	HC - $ 8.45
ED 030 769	Spring 1969 AIM	MF - $ .75	or	HC - $ 8.70
ED 032 433	Summer 1969 AIM	MF - $ .75	or	HC - $ 8.30
ED 036 652	AIM-ARM Annual Index 1968-69	MF - $ .50	or	HC - $ 5.80
ED 034 075	Fall 1969 AIM	MF - $ .75	or	HC - $ 8.90
ED 037 584	Winter 1969 AIM	MF - $ .75	or	HC - $ 8.50
ED 041 159	Spring 1970 AIM	MF - $ .75	or	HC - $ 8.40
ED 042 930	Summer 1970 AIM	MF - $ .75	or	HC - $ 8.60
ED 042 929	AIM-ARM Annual Index 1969-70	MF - $ .75	or	HC - $ 6.80
ED (See April '71 RIE)	Fall 1970 AIM	MF - $ .75	or	HC - $ 8.85

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

AIM-ARM
ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE in the section, How to Order ERIC Document Reproductions for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of AIM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$22.25
Winter 1967	ED 015 349	$40.25
Spring 1968	ED 017 746	$54.00
Summer 1968	ED 020 442	$53.00
Fall 1968	ED 022 971	$38.50
Winter 1968	ED 028 305	$41.00
Spring 1969	ED 030 770	$58.00
Summer 1969	ED 032 434	$86.00
Fall 1969	ED 034 074	$70.00
Winter 1969	ED 037 585	$58.75
Spring 1970	ED 041 177	$48.25
Summer 1970	ED 042 931	$52.50
Fall 1970	ED (See April '71 RIE)	$47.75

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.	

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. Request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating through the ERIC system, research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational

psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

The adequacy of information in this publication, as well as other services of this Clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Clearinghouse.

Abbreviations

AIM	Abstracts of Instructional Materials in Vocational and Technical Education
ARM	Abstracts of Research and Related Materials in Vocational and Technical Education
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
MP	Manpower
RIE	Research in Education
VT	Vocational-Technical

SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date

Total number of printed pages in the report, including cover and appendices.

Identifier, if any--acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079 ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

Descriptors - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Abstract - Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field.....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would also appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears with reference to an RIE issue (See Nov. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume.	

ERRATA

VT 011 073, appearing on page 41 of AIM Fall 1970, should include the ED number, 039 461, and the price statement should read: EDRS PRICE MF $0.25 HC-$1.30. This VT number and its corresponding ED number will be included in the Conversion of Document Number Index in AIM Winter 1970.

On page 141 of the Source List in AIM Fall 1970, the following incorrect address was given: Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey, 08903. The correct address is as follows:

Vocational-Technical Curriculum Laboratory
Rutgers University
4103 Building
Kilmer Campus
New Brunswick, New Jersey 08903

The price of the microfiche collection of AIM Summer 1970 (ED 042 931 or VT 011 850) was erroneously given as $52.75 on page vii of the introductory section and page 84 of the resume section of AIM Fall 1970. The correct price of the AIM Summer 1970 microfiche is $52.50.

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NOTE: Since the information previously given in the Source List is supplied in the availability line of the resumes, the Source List will no longer be carried in AIM.

AGRICULTURAL
EDUCATION
SECTION

VT 000 391
Farm Electrification for Vocational Agriculture III and IV.

New Jersey Farm Electrification Council.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Oct64 51p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ELECTRICITY; GRADE 11; GRADE 12; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIC CITATIONS

ABSTRACT - Prepared by the Farm Electrification Council and the New Jersey State Department of Education, this teaching guide is intended for use by vocational agriculture teachers in preparing a course of instruction in farm electricity for grades 11 and 12. Topics include principles of electrical energy in the form of heat, light, and power, and their use in dairy farming, poultry farming, horticultural enterprises, and outdoor areas. Supplementary references, problems, exercises, and discussion questions are included. (GB)

VT 001 152
Mumphrey, Anthony
Suggestions for Launching Students into the Vocational Course in Agriculture in the High School.

Louisiana State Univ., Baton Rouge. Dept. of Vocational Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun63 93p.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM PLANNING; *VOCATIONAL AGRICULTURE; SECONDARY GRADES; *PROGRAM PLANNING; LESSON PLANS; INSTRUCTIONAL MATERIALS

ABSTRACT - Prepared by an associate professor of agricultural education, this program provides a systematic presentation of instructional units and lessons to orient high school students into vocational agriculture programs. Instructional units providing teacher and student objectives, unit motivation, skills and knowledge to be developed, and suggested learning activities are given for: (1) Familiarizing Beginning Students, Parents, and Faculty Members with the Program in Vocational Agriculture, (2) Familiarizing Students with the Functions of Guidance in the Program of Vocational Agriculture, (3) Developing the Basic Study Program in Vocational Agriculture, and (4) Developing the Individual Work Experience Program for Vocational Agriculture over the Four-Year Period. Units III and IV are further subdivided into lessons which include specific objectives, activities, sample forms and records, references, and topical outlines providing content and hours to be spent on each subject. (AW)

VT 001 320
Legg, Otto
The Farmer and Credit. A Teacher's Resource Unit on Agricultural Finance in Farm Management. Teacher Education Series, Vol. 4, No. 3.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 29p.

DESCRIPTORS - *RESOURCE UNITS; TEACHING GUIDES; RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *CREDIT (FINANCE)

ABSTRACT - Prepared by a graduate assistant in agricultural education in cooperation with the Farm Credit Banks of Baltimore, this resource unit is designed to aid vocational agriculture teachers in presenting a unit in agricultural finance. Lesson guides are provided for eight problem areas: (1) The Man, (2) Alternatives, Consequences and Goals in Agricultural Finance, (3) Cost of Credit, (4) Building and Maintaining A Good Credit Rating, (5) Financial Statement and Other Credit Instruments, (6) Credit, A Tool of Production, (7) Long Term Credit--Farm Land Bank Association, Commercial Banks, Insurance Companies and Individuals, and (8) Man, Money and Credit. Each plan provides content, objectives, suggested procedures, questions, suggested individual supervision, and references. Several sample forms and a reference list are included. (AW)

VT 001 324
Agricultural Science and Mechanics; A Guide for Providing Instruction for 10th Grade Vocational Education in Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
North Carolina Univ., Raleigh. N.C. State Univ. Dept. of Agricultural Education.
North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun65 54p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; GRADE 10; AGRICULTURAL ENGINEERING; SOIL SCIENCE; PLANT SCIENCE; AGRICULTURAL PRODUCTION; FARM MANAGEMENT; LEADERSHIP

ABSTRACT - This guide is for vocational agriculture teachers to use in planning and conducting courses in agricultural science and mechanics on the 10th-grade level. Brief introductory information, objectives of the course, and a suggested course calendar are followed by these eight units: (1) Introduction and Planning, (2) Agricultural Leadership and Citizenship, (3) Agricultural Business, (4) Agricultural Construction, (5) Animal Science, (6) Agricultural Mechanics, (7) Soil Science, and (8) Plant Science. Each unit provides s) -ific objectives and a topical outline covering principles to be taught or c etencies to be developed, suggested teaching-learning activities, nd teacher notes. A bibliography and suggestions for supervised practice programs are appended. (AW)

VT 001 448
Binkley, Harold
Course of Study in Nonfarm Agricultural Occupations (Agricultural-Supply BUsinesses--Sales and Service Occupations) for Reidland High School Department of Vocational Agriculture.

Kentucky Univ., Lexington. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug65 190p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALESMANSHIP; GRADE 11; GRADE 12; COURSE OBJECTIVES; COURSE EVALUATION; COURSE CONTENT; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIC CITATIONS; EMPLOYMENT OPPORTUNITIES

ABSTRACT - To help vocational agriculture teachers prepare students for job entry into off-farm occupations in agricultural supply businesses, This course of instruction was developed as a demonstration program by staff of the Agricultural Education Department of the University of Kentucky. Units of instruction are: (1) Opportunities in Agricultural Occupations, (2) Orientation to Program in Nonfarm Agricultural Occupations, (3) Organization of Distributive Businesses, (4) Agricultural Mathematics, (5) Human Relations, (6) Store Skills, (7) Salesmanship, (8) Feeds, (9) Seeds, (10) Fertilizers, and (11) Agricultural Chemicals. Included in each unit are references, objectives, tests, self-analysis forms, and other related materials. Appended is an evaluation of the program, including questionnaires for teachers, students, and employers. (GB)

VT 002 030
Pennington, Don, Comp.
Handbook for Organizing and Conducting Programs in Agricultural Sales and Service Occupations.

Indiana State Dept. of Public Instruction, Indianapolis. Agriculture Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 70p.

DESCRIPTORS - *PROGRAM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; AGRICULTURAL SUPPLIES; SALES OCCUPATIONS; SERVICE OCCUPATIONS; PROGRAM PLANNING; SECONDARY GRADES; SUPERVISED FARM PRACTICE; *WORK STUDY PROGRAMS; *COOPERATIVE EDUCATION
IDENTIFIERS - INDIANA

ABSTRACT - Compiled by a supervisor of agricultural education, this handbook is for teacher use in planning and conducting a cooperative program of supervised training for employment in agricultural sales and services through an agreement between the high school and the agricultural businesses and industries in the community. Contents

include: (1) a description of the program, (2) advantages, (3) procedures for organization, (4) policies, (5) suggestions for forming a consultant committee, (6) selection of trainees and training centers, (7) training plans and agreement, (8) trainee placement, (9) related instruction, (10) program coordination, (11) on-the-job supervision, (12) suggested evaluation forms and procedures, (13) record-keeping, and (14) a listing of instructional aids and materials. State regulations for such programs, sample forms and applications, awards program information, Indiana labor laws and standards, and a glossary are appended. (AW)

VT 002 235
Cameron, Walter A.
The Gasoline Engine Electrical System.

Virginia Polytechnic Inst., Blacksburg.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 150p.

DESCRIPTORS - *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS; *AGRICULTURAL ENGINEERING; *ENGINES; AGRICULTURAL MACHINERY; *ELECTRICAL SYSTEMS; SECONDARY GRADES; TRANSPARENCIES

ABSTRACT - Prepared by an agricultural mechanics instructor, this unit is intended as a basic guide for teaching the fundamentals of the gasoline engine electrical system and providing the necessary background for post-high school work in engine analysis. Subjects are: (1) Visual Inspection, (2) Cranking Circuit, (3) Ignition Circuit, (4) Charging Circuit, (5) Accessory Circuit, and (6) The Oscilloscope Analyzer, Transparency masters, suggestions for teaching, objectives and references for the unit, and an outline of terminology and principles are also provided. (AW)

VT 002 243
Cameron, Walter A.
Supplement Material on Solders and Fluxes.

Virginia Polytechnic Inst., Blacksburg. Agricultural Mechanics Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 13p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *SUPPLEMENTARY READING MATERIALS; *AGRICULTURAL ENGINEERING; *METALLURGY; *METALS; UNITS OF STUDY (SUBJECT FIELDS); COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; COURSE CONTENT; RESOURCE MATERIALS; CHARTS

ABSTRACT - Soldering can easily be the weak link in a chain of complicated equipment if it is not done properly. Prepared by an agricultural instructor, these materials are to help in selecting and using fluxes and solders and to aid in understanding the basic scientific principles of metallurgical fabrication. Included are the compositions of the solders and soldering fluxes and a chart on metallurgical metal fabrication. References and course objectives are given. (GB)

VT 002 244
Cameron, Walter A.
Interpretive Science and Related Information Demonstrations for Agricultural Mechanics.

Virginia Polytechnic Inst., Blacksburg.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Sep66 73p.

DESCRIPTORS - *DEMONSTRATIONS (EDUCATIONAL); *AGRICULTURAL ENGINEERING; *INSTRUCTIONAL AIDS; *TEACHING METHODS; TRANSPARENCIES

ABSTRACT - For use in teaching courses in agricultural mechanics, these 20 demonstrations relate to the following subject areas: (1) safety, (2) electricity, (3) arc welding, (4) small gasoline engines, (5) woodwork, and (6) metals. Demonstrations include objectives, materials needed, teacher preparation, introduction to subject matter, presentation, and applications, with the section on metals also providing study questions and answers. Suggested demonstration procedures, and references and transparency masters keyed to their respective subject areas are also given. The guide is illustrated with line drawings. (AW)

VT 002 835
Batte, Edward G.

Livestock Sanitation and Disease Control, A Guide for Course Planning. Adult Farmer Education in Vocational Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
AF 5.0
PUB DATE - Oct64 55p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; AGRICULTURAL PRODUCTION; *LIVESTOCK; ANIMAL SCIENCE; *SANITATION; DISEASE CONTROL

ABSTRACT - Developed by a subject matter specialist at the University of North Carolina, this guide is for teacher use in planning and presenting courses in livestock health and sanitation. The 20-hour course is designed for adult farmer classes, but also may be used to suggis designed for adult farmer classes, but also may be used to suggest content for units of instruction on the high school level. Suggestions for teaching and course arrangements and a sample teaching plan sheet are followed by 12 instructional outlines including: (1) economic losses, (2) public health importance, (3) sanitation, (4) spread of disease, (5) external parasites and insecticides, (6) internal parasites and anthelmintics, (7) chemical poisons and poisonous plants, (8) deficiency diseases, and (9) herd health programs for swine, dairy cattle, and beef cattle. References, resource materials, topic planning sheet, herd health programs for swine and dairy farms, and a proposed guide for herd health management for a beef cattle enterprise are appended. A related course, "Livestock Feeds and Feeding," is available as VT 002 841 (AIM Fall 1970). (AW)

VT 003 617
Peterson, Roland
A Suggested Course of Study in the Farm Business Analysis Approach to Teaching Farm Management in Cooperation with the Nebraska Electronic Record-Keeping Project.

Nebraska State Dept. of Education, Lincoln. Div. of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Oct64 71p.

DESCRIPTORS - *CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *FARM MANAGEMENT; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; COURSE CONTENT; FARM ACCOUNTS; COURSE OBJECTIVES

ABSTRACT - To aid vocational agriculture instructors in planning and conducting courses of study for farmers in farm management, this guide was developed by a staff member of the Vocational Education Division of the Nebraska Department of Education. Included are suggested procedures to follow in preparing for the farm management course, course outline, and topics that should be covered. (GB)

VT 007 558
Roehl, Giles, And Others
Student Workbook for Quality Concrete.

Minnesota Univ., St. Paul.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 25p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *STUDY GUIDES; *WORKBOOKS; *BUILDING MATERIALS; POST SECONDARY EDUCATION; SECONDARY EDUCATION
IDENTIFIERS - *CONCRETE

ABSTRACT - Designed to cover the basics of good concrete and proper workmanship, this student workbook is for use in high school vocational agriculture and post-high school classes in agricultural mechanics. The lessons, each containing objectives and study and discussion questions, are: (1) Getting Acquainted with Concrete, (2) Concrete Uses, (3) History of Portland Cement, (4) Mixing Water for Concrete, (5) Aggregates for Concrete, (6) Air Entrained Concrete, (7) Selection and Design of Concrete Mixes, (8) Quality Ready Mixed Concrete, (9) Job Mixing Concrete, (10) Tools for Placing and Finishing Concrete, (11) Placing Concrete, (12) Finishing Concrete Slabs, (13) Curing Concrete, (14) Joints for Flat Concrete Work, (15) Reinforcement for Concrete, and (16) Concreting During Extreme Weather Conditions. The appendix to the document contains definitions of specialized terminology. An instructor's guide is available as VT 009 415 (AIM Winter 1969). (DM)

VT 009 777
Teacher's Handbook: Vocational Agriculture.

MF AVAILABLE IN VT-ERIC SET.
Mississippi State University, Curriculum Coordinating Unit, Agriculture Section, P.O. Drawer DK, State College, Mississippi 39762 (one copy free to head supervisors and teacher educators).
PUB DATE - 69 105p.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM PLANNING; *VOCATIONAL AGRICULTURE; TEACHING GUIDES; LESSON PLANS; *ADULT FARMER EDUCATION; *YOUNG FARMER EDUCATION

ABSTRACT - Developed by teachers, supervisors, and teacher educators, this handbook is for use by Mississippi teachers in planning comprehensive yearly vocational agriculture programs on the secondary and adult levels. Part I, Basic Community Action, provides general information on soils, yields, capital, problems, and community goals, while Part III, Adult Farmer Teaching Program, briefly covers organization of an adult farmers' program, including content, tentative course of study, goals, and program records. Part II, Course of Study-All-Day Teaching Program, makes up the major portion of the boos, and covers the following 10 subject areas: (1) introduction, (2) supervised practice, (3) leadership training, (4) genetics, (5) animal, plant, and soil science, (6) safety and sanitation, (7) farm management, and (8) agricultural engineering, which contains subunits on construction, maintenance, electricity, water, equipment and machinery, and soil and water technology. Individual activity programs, suggested monthly teaching calendars, and references are also provided. The course instructor should have a bachelor's degree in agricultural education. (AW)

VT 010 292
Farmwork, Safety, and You. A Suggested Discussion for Youth Leaders, Teachers, Counselors, Work Supervisors, and Others to Use in Reviewing Farm Safety Practices with Employed Youth.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 249
PUB DATE - Nov62 34p.

DESCRIPTORS - *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *AGRICULTURAL SAFETY; *SAFETY EDUCATION; *YOUTH EMPLOYMENT; INSTRUCTIONAL MATERIALS; FARM OCCUPATIONS; AGRICULTURAL LABORERS; COURSE CONTENT; COURSE OBJECTIVES

ABSTRACT - Intended for youth leaders, teachers, counselors, work supervisors, and others to use during safety training sessions for young farm employees, these materials were developed by the U.S. Department of Labor's Advisory Safety Committee on Farm Employed Youth in cooperation with several agricultural organizations. The materials consist of an instructor's guide, a general discussion, and a discussion outline. Topics are: (1) Introduction, (2) Importance of Farmwork, (3) Why Safety Needs to Be Considered, (4) Safety: A Challenge, (5) General Hazards, and (6) Review and Class Discussion. The purposes of the discussion, suggested instructional materials, and procedural suggestions are included. (GB)

VT 010 294
Adler, Albert M.; Fisher, Edward Lee
Curriculum Development Unit No. 2; A Non-Graded and Experimental Teaching Unit on Agricultural Economics. Project Probe.

Oneonta Consolidated School District, N.Y.
Catskill Area School Study Council, Oneonta, N.Y.
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Feb69 30p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *RURAL ECONOMICS; *PROBLEMS; RURAL EDUCATION; RURAL AREAS; RURAL YOUTH; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); COURSE OBJECTIVES; BIBLIOGRAPHIES

ABSTRACT - The purpose of this teaching guide is to provide students in a rural area an economic course of study based on their particular needs and goals and emphasizing problems of agriculture which are pertinent to these students and the community. Prepared by two teachers in the Project Probe area at Davenport, New York, the unit is not intended for a specific grade. The following topics are included in the unit outline: (1) Introduction to Agriculture, (2) Problems in Agriculture, (3) The Farmer and the Farm Problem, and (4) Government Aid to Farmers. Student activities, a unit test, and separate bibliographies for students and for teachers are suggested for the guide. (GB)

VT 010 335
Small Gasoline Engines; Student Handbook.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Teacher Education Series, v
Department of Agricultural Education, Pennsylvania State University, 101 Agricultural Education Building, University Park, Pennsylvania 16802 ($1.25).
PUB DATE - 69 80p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ENGINES; SECONDARY GRADES; POST SECONDARY EDUCATION; *AGRICULTURAL EDUCATION

ABSTRACT - Written by an assistant professor and a graduate assistant in agricultural education, this study guide is for use in high school, post-secondary, or adult vocational agriculture classes studying agricultural mechanics. Contents of the 40-hour course cover seven problem areas, with classroom and/or laboratory exercises given for each. Areas covered are: (1) Learning to Use Measuring Devices, (2) Engines Operation and Compression, (3) Ignition, (4) Carburetion, (5) Engine Reassembly, (6) Preventative Maintenance, and (7) Trouble Shooting. A glossary and a section on small gasoline engine analysis are also provided, and the manual is illustrated with numerous diagrams and line drawings. Supplementary materials are necessary when studying the topic. The manual is a revision of VT 001 415 (AIM Winter 1968). (AW)

VT 010 341
Roehl, Giles L.
Hay Baler Service, Repair and Maintenance, Resource Unit For Vocational Agriculture.

Minnesota Univ., St. Paul.
Minnesota Research Coordinating Unit in Occupational Education, Minneapolis
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 19p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY; *COURSE OBJECTIVES; SECONDARY GRADES; EQUIPMENT MAINTENANCE; RESOURCE UNITS; EQUIPMENT; AGRICULTURAL SAFETY; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This resource unit was prepared by a vocational agriculture instructor for vocational agriculture teachers conducting courses in agricultural machinery. The unit includes: (1) introduction, (2) suggestions to the instructor including a list of resource materials and addresses of some machinery manufacturers, (3) unit objectives, and (4) answers to study questions found in the student workbook available as VT 010 371 (also in this issue). Appended is a baler buying guide listing brand names, specifications and prices. (GB)

VT 010 342
Ingvalson, Brian I.
Materials Handling, Resource Unit For Vocational Agriculture.

Minnesota Univ., St. Paul.
Minnesota Research Coordinating Unit in Occupational Education, Minneapolis
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 11p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY; *COURSE OBJECTIVES; RESOURCE UNITS; MECHNICAL EQUIPMENT; COURSE CONTENT; SECONDARY GRADES

ABSTRACT - Covering the handling of materials in agricultural production and processing, this teacher resource unit includes: (1) a listing of necessary supplementary texts and references, (2) course objectives, and (3) answers to study questions included in the student workbooks, available as VT 010 343 (also in this issue). (GB)

VT 010 343
Ingvalson, Brian I.
Materials Handling, Student Workbook For Vocational Agriculture.

Minnesota Univ., St. Paul.
Minnesota Research Coordinating Unit in Occupational Education, Minneapolis

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *WORKBOOKS; *AGRICULTURAL MACHINERY; COURSE OBJECTIVES; SECONDARY GRADES; RESOURCE UNITS; MECHANICAL EQUIPMENT; COURSE CONTENT

ABSTRACT - This student workbook was developed by a vocational agriculture instructor for students of vocational agriculture studying materials handling equipment. Lessons are: (1) closed loop handling systems, (2) flow principles and matching components for materials flow, (3) layout and variations, (4) flight conveyors, (5) augers, (6) blowers, (7) flat belt pulley ratios, (8) "V" belt speed calculations, (9) gear ratios, (10) interpreting charts and graphs, (11) present farmstead drawing, and (12) proposed materials handling systems. Objectives and questions for study and discussion are listed in each lesson. A related document is available as VT 010 342 (also in this issue). (GB)

VT 010 361
Leamer, Thomas C.; Stevens, Glenn Z.
Agricultural Resources: A Course Designed for High School Students. Teacher Education Research Series, Volume 10, Number 1.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
Pennsylvania State Dept. of Public Instruction, Harrisburg. Bureau of Vocational, Technical, and Continuing Education
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Pennsylvania State University, 101 Agricultural Education Building, University Park, Pennsylvania 16802 ($.50).
PUB DATE - 69 34p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *NATURAL RESOURCES; *CONSERVATION EDUCATION; OCCUPATIONAL INFORMATION; SOIL CONSERVATION; SOIL SCIENCE; WATER RESOURCES; WILDLIFE MANAGEMENT; FORESTRY; RECREATION; AIR POLLUTION CONTROL; AGRICULTURAL ENGINEERING; *OFF FARM AGRICULTURAL OCCUPATIONS; MANAGEMENT

ABSTRACT - This guide is designed to aid high school vocational agriculture teachers in planning and presenting courses in agricultural resources. Following a general course outline giving unit breakdowns and recommended time allotment per unit, teaching plans are given for: (1) Occupations in Agricultural Resources, (2) Soil, Soil Conservation and Soil Fertility, (3) Water Management, (4) Air Pollution Control, (5) Forest Recreation Business Management, (6) Wildlife Management, (7) Agricultural Resource Business Management, and (8) Agricultural Resource Mechanics. Each plan includes teacher objectives, teacher preparation, suggested learning activities, and references, and the section on occupations also provides a list of job titles in the field. A bibliography of references, periodicals, and film sources, and selected test questions in agricultural resources are also included. (AW)

VT 010 371
Roehl, Giles L.
Hay Baler Service, Repair and Maintenance, Student Workbook For Vocational Agriculture.

Minnesota Univ., St. Paul.
Minnesota Research Coordinating Unit in Occupational Education, Minneapolis
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 21p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *WORKBOOKS; *AGRICULTURAL MACHINERY; COURSE OBJECTIVES; SECONDARY GRADES; EQUIPMENT MAINTENANCE; EQUIPMENT; AGRICULTURAL SAFETY

ABSTRACT - This student workbook was written and revised by vocational agriculture instructors for students of vocational agriculture studying agricultural machinery. Lessons are: (1) Baler Selection, (2) Cost of Owning a Baler, (3) Identification of Baler Parts, (4) Drive Mechanism, Pickup and Feeder, (5) Baler Chamber and Plunger, (6) The Knotter and Knotter Adjustment, (7) Baler Service and Maintenance, (8) Baler Safety, and (9) Optional Baler Equipment. Included in each lesson are objectives and questions for study and discussion. A Related document is available as VT 010 341 (also in this issue). (GB)

VT 010 381
Loreen, C.O.

Agriculture II, Basic Agricultural Science; A Curriculum Guide. Section A: Agricultural Science.

Washington State Univ., Pullman. Agricultural Education Dept.
Washington Research Coordinating Unit for Vocational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Washington State University, Pullman, Washington 99163.
PUB DATE - 69 169p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *CURRICULUM GUIDES; *ANIMAL SCIENCE; *PLANT SCIENCE; *SOIL SCIENCE; TRANSPARENCIES; COURSE CONTENT; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; AGRONOMY; FILMS; AGRICULTURAL OCCUPATIONS

ABSTRACT - To assist teachers in program development and to indicate the scope of instruction in agriculture, this curriculum guide of agricultural science for vocational agriculture students, was developed by a professor of agricultural education at Washington State University. The course, to be covered in 100 hours, includes the following areas: (1) Individual Student Development, (2) Animal Science, (3) Plant Science, and (4) Soil Science. The areas are divided into units, with each unit including topics for study and discussion, activities, teaching aids, films and a number of transparency masters. A related document covering agricultural mechanics is available as VT 010 382 (also in this issue). (GB)

VT 010 382
Wood, J.M.
Agriculture II, Basic Agricultural Science; A Curriculum Guide. Section B: Agricultural Mechanics.

Washington State Univ., Pullman. Agricultural Education.
Washington Research Coordinating Unit for Vocational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Washington State University, Pullman, Washington 99163.
PUB DATE - 69 93p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *CURRICULUM GUIDES; *COURSE CONTENT; *AGRICULTURAL ENGINEERING; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL AIDS; SECONDARY GRADES; FILMS; FILMSTRIPS; BUILDING MATERIALS; ELECTRICITY; PAINTING; PLUMBING

ABSTRACT - Developed by an assistant professor of agricultural education with the involvement of several teachers of vocational agriculture, this curriculum guide will help teachers of vocational agriculture develop an effective program in agricultural mechanics. Areas are: (1) Review, (2) Agricultural Electricity, (3) Power Tool Usage and Safety, (4) Painting and Glazing, (5) Concrete, (6) Pipe Work, (7) Tap and Die, and (8) Home Shop Management. Units in these areas include a listing of objectives, materials needed, lesson procedure, references, visual aids, and teacher-student activities. The suggested time schedule is 70 hours. A related document is available as VT 010 381 (also in this issue). (GB)

VT 010 386
Farm Electrification Study Manual for Vocational Agriculture Students; Handbook on the Application of Electricity to Farm Work.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Salt River Project, Phoenix, Ariz.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 58 42p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *ELECTRICITY; SECONDARY GRADES; AGRICULTURAL ENGINEERING; ELECTRIC MOTORS; ELECTRICAL SYSTEMS; ELECTRIC CIRCUITS; AGRICULTURAL SAFETY

ABSTRACT - Material for this study manual for vocational agriculture students studying rural electrification was presented to vocational agriculture teachers during a workshop and revised in accordance with their comments. Lessons are: (1) Understanding the Value of Electricity on the Farm, (2) Electrical Terms, (3) Terms and Procedures foh Figuring Operating Costs, (4) Safe Use of Electricity, (5) Determining Needs and Planning the Installation, (6) The National Electric Code, (7) Selecting Wire Sizes and Types, (8) Simple Wiring, (9) Planning the Distribution System, and (10) Selecting, Installing, and Maintaining Electric Motors. Various exercises, problems, and diagrams are included. (GB)

VT 010 410
Horse Farm Employee.

Texas A and M Univ., College Station. Agricultural Education Teaching Materials Center.
Sears-Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($7.15).
PUB DATE - ND 415p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *HORSES; *FARM OCCUPATIONS; *ON THE JOB TRAINING; ANIMAL SCIENCE; STUDY GUIDES; BIBLIOGRAPHIC CITATIONS; ANIMAL CARETAKERS; SECONDARY GRADES; COURSE OBJECTIVES; JOB SKILLS; WORK EXPERIENCE PROGRAMS; MANAGEMENT EDUCATION

ABSTRACT - This study guide on horse farm activities was developed by a vocational agriculture teacher for students in cooperative vocational agriculture programs. Information sheets and assignment sheets are given for the following units: (1) Introduction, (2) Selecting Horses, (3) Breeding Horses, (4) Feeding Horses, (5) Management Practices, (6) Buildings and Equipment, (7) Training Horses, (8) Fitting and Showing, (9) Selling Horses, (10) Range Management, (11) Sanitation and Health, (12) Principles of Disease Control, (13) Methods of Disease and Parasite Control, (14) Symptoms of Common Diseases, and (15) Farm and Ranch Management. In addition to a listing of required references, answers to assignment sheet questions, topic tests, and test answers are given in separate, color-coded sections. (GB)

VT 010 467
Farm Arc Welding Procedures.

Texas A and M Univ., College Station.
Texas Education Agency, Austin.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($1.00).
PUB DATE - ND 49p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *WELDING; *CURRICULUM GUIDES; *ILLUSTRATIONS; SECONDARY GRADES; POST SECONDARY EDUCATION; AGRICULTURAL ENGINEERING; SAFETY; AGRICULTURAL MACHINERY; EQUIPMENT MAINTENANCE; BIBLIOGRAPHIES

ABSTRACT - Two farm arc welding specialists prepared this course outline for teachers of vocational agriculture to use in teaching farm arc welding. Topics are: (1) Welding Machines, (2) Essentials for Proper Welding Procedures, (3) Electrodes, (4) Safety, (5) Position, (6) Running a Bead, (7) Oxyacetylene Cutting Torch, (8) Out of Position Welding, (9) Identifying Metals, (10) Controlling Expansion and Contraction Forces, (11) Identifying Iron and Steel by the Spark Test, (12) Polarity, and (13) Weight of Steel. Along with procedures, practices, and techniques, 11 illustrated exercises will help the average student master 90 percent of the welds needed for maintenance and building of farm equipment. The amount of time for each exercise will depend upon the size of classes, welding machines available, ability of students, and the individual teacher. A bibliography is included. (GB)

VT 010 499
A Basic Program in Plant Science for Vocational Agriculture Students.

Louisiana State Univ., Baton Rouge. School of Vocational Education.
Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
MF AVAILABLE IN VT-ERIC SET.
State Department of Education, Vocational Agriculture Section, P.O. Box 44064, Capitol Station, Room 404, Baton Rouge, Louisiana 70804 ($2.00).
PUB DATE - Jan69 210p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; PLANT GROWTH; PLANT IDENTIFICATION; PLANT PATHOLOGY; PLANT PROPAGATION; GRADE 9; GRADE 10

ABSTRACT - Prepared by a graduate assistant in agricultural education, this curriculum guide is for teacher use in planning and presenting courses in plant science as part of the general 11th and 12th grade vocational agriculture program in Louisiana. Contents consist of eight units of instruction, providing lessons to be taught in each unit, subject matter to be covered, and suggestions for teaching the lessons. Unit titles

include: (1) Growth Processes of Plants, (2) Classification of Plants, (3) Propagation, (4) Cultural Practices of Plants, (5) Plant Genetics, (6) Sanitation and Health, (7) Insects Affecting Plants, and (8) Seed and Plant Selection. The guide is illustrated with numerous drawings, diagrams, and figures. A selected bibliography is also included. (AW)

VT 010 507
Skill Sheets for Agricultural Mechanics.

Iowa State Univ. of Science and Technology, Ames. Dept. of Agricultural Education.
Iowa State Dept. of Public Instruction, Des Moines. Consultants in Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 28p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL ENGINEERING; *AGRICULTURAL SKILLS; SECONDARY GRADES; WELDING; ELECTRICITY; WOODWORKING; METALS; AGRICULTURAL MACHINERY; ILLUSTRATIONS

ABSTRACT - Developed for teaching specific skills in the high school agricultural mechanics program, these skill sheets were prepared by Agricultural Engineering staff members of Iowa State University. The 23 skill sheets are to be used in these units: (1) tractor power-gas engines, (2) hot and cold metals, (3) electricity, (4) carpentry, (5) arc welding, and (6) concrete. Each sheet consists of operational procedures, objectives, illustrations, materials needed, and an evaluation score sheet. A related document in the compilation of overlay masters available iN VT 011 155 (also in this issue). (GB)

VT 010 510
Selected Reference Books and Magazines and A List of Sources of Films, Charts, Manuals, and Other Aids for Use in Colorado Vo-Ag Departments.

Colorado State Univ., Ft. Collins. Agricultural Education Div.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Section, Department of Vocational Education, Colorado State University, Port Collins, Colorado 80521 ($1.00).
PUB DATE - 69 35p.

DESCRIPTORS - *RESOURCE MATERIALS; DIRECTORIES; *VOCATIONAL AGRICULTURE; *REFERENCE BOOKS; *BOOKLISTS; TEXTBOOKS; INSTRUCTIONAL MATERIALS; *PERIODICALS; FILMS
IDENTIFIERS - COLORADO

ABSTRACT - This bulletin lists references, teaching aids, and sources recommended for use by Colorado vocational agriculture instructors. Listed and color coded according to nine subject areas within vocational agriculture, books are arranged alphabetically by authors, and identified with source numbers keyed to a list of publishers or suppliers. Listings also include titles, copyright or revision date, number of pages, approximate cost, scholastic level, and quality rating. Subjects are: (1) Animal Science, (2) Soils and Crops, (3) Farm Management, Marketing, Law and Accounts, (4) Exploring Agriculture and Supervised Occupational Experiences, (5) Professional Agricultural Education, (6) Agribusiness and Industry, (7) Youth Organizations, (8) Agricultural Mechanics, and (9) Ornamental Horticulture, Landscaping, Greenhouses and Nurseries. The listing of magazines is arranged alphabetically by title, and provides address, frequency of publication, and subscription costs. An alphabetical listing of sources of films, charts, and other vocational agriculture teaching aids is also included. (AW)

VT 010 523
Agricultural Supply--Sales and Service Occupations, "Feeds--Sales and Service".

Clemson Univ., S.C. Dept. of Agricultural Education.
South Carolina State Dept. of Education, Columbia. Vocational Agriculture Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun65 39p.; Adapted from Materials Prepared by The Ohio State Univ., Columbus. Center for Vocational and Technical Education.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL SUPPLY OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; FEED INDUSTRY; INSTRUCTIONAL MATERIALS; AGRICULTURAL SUPPLIES; JOB SKILLS; JOB TRAINING

ABSTRACT - To help students of vocational agriculture develop the understandings and abilities for employment in the retail feed business, the South Carolina State

Department of Education and Clemson University developed this teaching guide from materials prepared by the Center for Vocational and Technical Education at Ohio State University. Topics are: (1) basic economics of livestock feeding, (2) animal nutrition, (3) different livestock feeds, (4) formulation of grain rations, (5) preparation of feeds, (6) current trends in feed merchandising, and (7) regulations in the formulation, labeling, and use of feeds. Each topic contains suggested teaching-learning activities, instructional materials and references, and occupational experiences to assist the teacher. Appended is a list of instructional materials, references, and movies. (GB)

VT 010 526
Wilson, Scott
Landscape Maintenance.

California State Polytechnic Coll., San Luis Obispo. Vocational Educations Productions.
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 94301 ($1.95).
PUB DATE - 69 53p.

DESCRIPTORS - *RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *GROUNDS KEEPERS; *HORTICULTURE; *LANDSCAPING; ORNAMENTAL HORTICULTURE; PLANT SCIENCE; SOIL SCIENCE; ORNAMENTAL HORTICULTURE OCCUPATION; OFF FARM AGRICULTURAL OCCUPATIONS; TURF MANAGEMENT

ABSTRACT - Written by a subject matter specialist, this guide is intended to aid in training landscape maintenance personnel for both civil service and private enterprise. Twenty chapters, providing content, understandings to be developed, and vocabulary, cover: (1) early and modern gardening, (2) soils and soil care, (3) fertilizing and irrigating, (4) turfgrass, (5) garden pests, plant diseases and weeds, and their control, (6) arboriculture, (7) pruning, staking, and guying, (8) principles of planting and transplanting, (9) gardening tools and equipment, (10) schedules, business practices, and estimates, and (11) principles of safety and first aid. The manual is illustrated with diagrams, drawings, tables, and charts. (AW)

VT 010 536
Agricultural Supply--Sales and Service Occupations, "Business Procedures".

Clemson Univ., S.C. Dept. of Agricultural Education.
South Carolina State Dept. of Education, Columbia. Vocational Agriculture Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug65 24p.; Adapted from materials prepared by The Ohio State Univ., Columbus. Center for Vocational and Technical Education

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL SUPPLY OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; *BUSINESS SKILLS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; WORK EXPERIENCE PROGRAMS; ON THE JOB TRAINING; EMPLOYMENT EXPERIENCE

ABSTRACT - Prepared from materials developed at the Center for Vocational and Technical Education at the Ohio State University, this teacher's guide is intended to help students learn agricultural business procedures. The topics are: (1) recordkeeping, (2) completing sales tickets, (3) credit, (4) determining selling prices, (5) ordering and receiving merchandise, (6) taking inventory, (7) storing merchandise, and (8) stocking merchandise. Each topic contains teaching-learning activities, instructional materials and references, and occupational experiences. Appended is a source of suggested instructional materials and references. (GB)

VT 010 537
Agricultural Supply--Sales and Service Occupations, "Agricultural Salesmanship".

Clemson Univ., S.C. Dept. of Agricultural Education.
South Carolina State Dept. of Education, Columbia. Vocational Agriculture Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun65 17p.; Adapted from materials prepared by The Ohio State Univ., Columbus. Center for Vocational and Technical Education

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL SUPPLY OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; *SALESMANSHIP; SECOONDARY GRADES; INSTRUCTIONAL MATERIALS; WORK EXPERIENCE PROGRAMS; ON THE JOB TRAINING; EMPLOYMENT EXPERIENCE

ABSTRACT - Adapted from materials developed at the Center for Vocational and Technical Education at The Ohio State University, this teacher's guide may be used in developing a course in agricultural sales and service. Topics are: (1) meeting the customer, (2) presenting supplies and services, (3) overcoming resistance, and (4) closing the sale. Each topic contains teaching-learning activities, instructional materials and references, and occupational experiences. Appended is a source of suggested instructional materials and references. The course material covers approximately 12 hours plus whatever laboratory and occupational experience deemed necessary by the instructor. (GB)

VT 010 578
Cowart, I.C.
Farm Electricity.

Louisiana State Dept. of Education, Baton Rouge.
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457 ($2.00).
PUB DATE - 65 34p.

DESCRIPTORS - *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *ELECTRICITY; *REFERENCE MATERIALS; *LESSON PLANS; AGRICULTURAL ENGINEERING; POST SECONDARY EDUCATION; SECONDARY GRADES; BIBLIOGRAPHIC CITATIONS; COURSE CONTENT

ABSTRACT - Developed by a subject matter specialist with the aid of electric power companies, this reference material is designed for the teacher of school youth and adult groups studying farm electrification. Lessons are: (1) Understand Electrical Terms, (2) Wire Sizes and Carrying Capacities, (3) How Power Is Wasted Due to Wire Size and Length, (4) Fuses and Circuit Breakers, (5) Wiring Practice, and (6) Service Entrances. Questions, general information, tests, and additional references are included in each lesson. A related document is available as VT 010 579 (also in this issue). (GB)

VT 010 579
Cowart, C.
Farm Electrification Handbook for Teachers of Vocational Agriculture.

Louisiana State Dept. of Education, Baton Rouge. Vocational Agriculture Section.
Louisiana Utilities Vocational Agriculture Committee.
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457 ($2.00).
PUB DATE - 65 54p.

DESCRIPTORS - *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *ELECTRICITY; *AGRICULTURAL ENGINEERING; SECONDARY GRADES; POST SECONDARY EDUCATION; COURSE OBJECTIVES; DIAGRAMS; TRANSPARENCIES; CHARTS; COURSE CONTENT

ABSTRACT - Prepared by a subject matter specialist and later revised by the Louisiana State Department of Education and a committee of electric power companies, these lesson plans are intended for vocational agriculture teachers to use in presenting the basic phases of farm electrification to high school and adult students. Lessons are: (1) Introduction to Farm Electrification, (2) Understanding Electrical Terms, (3) Wire Sizes and Carrying Capacity, (4) How Power is Wasted Due to Wire Size and Length, (5) Fuses and Circuit Breakers, (6) Wiring Practice, and (7) Service Entrances. Included in each lesson are materials needed, teaching objectives, steps in presenting lessons, and problems to solve. Several diagrams are presented for use as charts and transparency masters. Appended are suggested steps for developing a teaching plan. A related document is "Farm Electricity" available as VT 010 578 (also in this issue). (GB)

VT 010 591
Oomens, Fred; Weston, Curtis R.
Shop Project Plans for Teaching Agricultural Mechanics. Agricultural Education Series, Volume 3-Number 1.

Missouri Univ., Columbia.
Missouri State Dept. of Education, Jefferson City. Agricultural Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Feb70 58p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *AGRICULTURAL EDUCATION; *AGRICULTURAL ENGINEERING; *PROJECTS; PROJECT TRAINING METHODS; SHOP CURRICULUM; EQUIPMENT

IDENTIFIERS - *AVAILABLE PROJECT PLANS LIST

ABSTRACT - Containing a listing of over 1,000 shop project plans available to vocational agriculture teachers for use in the agricultural mechanics program, this publication was developed by the Departments of Practical Arts and Vocational-Technical Education and Agricultural Education of the University of Missouri. Four subject areas present the literature which was received from educational institutions, industrial organizations, trade associations, governmental agencies, and publishing companies: (1) Livestock Enterprise Equipment, (2) Crop Processing and Feed Handling Equipment, (3) General Farm and Shop Equipment, and (4) Home Improvement and Garden Equipment. Appended is a list of sources and addresses for obtaining the plans. (GB)

VT 010 609
A Guide for Instruction in Agriculture Education; General and Vocational Agriculture Programs. Curriculum Bulletin No. 15 Revised.

Minnesota State Dept. of Education, St. Paul.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 103p.

DESCRIPTORS - *PROGRAM GUIDES; *AGRICULTURAL EDUCATION; *COURSE DESCRIPTIONS; *COURSE CONTENT; *COURSE OBJECTIVES; COURSE ORGANIZATION; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - Believing that the vocational agriculture program should meet the needs of an entire community, the Minnesota State staff prepared this curriculum guide for a comprehensive vocational agriculture program, along with suggestions for greater community-school coordination. Objectives and units of study including subject areas and learning activities are listed for the following programs: (1) general agriculture for grades 7-8 and 9-12, (2) high school vocational agriculture, (3) beginning farmer education for those entering or becoming established in farming, (4) adult education in agriculture, and (5) post-high school occupational training in vocational agriculture. Suggested facilities for vocational agriculture are appended. (DM)

VT 010 616
Wiring and Safety; Farm Electrification Lesson Plans.

Texas Education Agency, Austin. Vocational Agricultural Education Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 95p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; AGRICULTURAL ENGINEERING; *ELECTRICITY; *SAFETY; SECONDARY GRADES; POST SECONDARY EDUCATION; COURSE OBJECTIVES; *LESSON PLANS; TRANSPARENCIES; DIAGRAMS

ABSTRACT - Prepared to assist vocational agriculture teachers with instruction of high school students, young farmers, and adult farmers in basic fundamentals and skills of electrical wiring and electrical safety, these lesson plans were developed by staff members of Texas A and M University, teachers of vocational agriculture, personnel of electric power companies, and staff members of the Texas Education Agency. Lessons are: (1) fundamentals of electricity, (2) electrical safety, (3) splices and connections, (4) selection of wire sizes, (5) wiring materials, (6) the wiring layout, and (7) practice wiring. Each lesson plan includes the objectives, materials needed, and the procedures to follow. A total of 46 transparencies and 10 tables serve to illustrate or expand upon points in the lessons. (GB)

VT 010 617
Electrical Controls and Basic Control Circuits Used in Agricultural Production; Suggestions for Teaching.

Texas Education Agency, Austin. Vocational Agricultural Education Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 68p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *AGRICULTURAL ENGINEERING; *ELECTRICITY; ELECTRIC CIRCUITS; SECONDARY GRADES; POST SECONDARY EDUCATION; COURSE OBJECTIVES

ABSTRACT - Developed by staff members of Texas A and M University in cooperation with vocational agriculture teachers and personnel from electric power companies and the Texas Education Agency, these lesson plans on the basic fundamentals and skills of electrical controls and control circuits are intended for high school students, young

farmers, and adult farmers. The plans, including teaching objectives, teaching aids, and procedure, cover: (1) Introduction to Electric Controls, (2) Switches and Switch Control Circuits, (3) Relay Devices, (4) Motor Control Devices, and (5) Automatic Sensing Control Devices. The teaching guide includes 15 transparencies and 47 diagrams and illustrations. Appended is an answer guide for problems and exercises used in the lesson plans. (GB)

VT 010 696
Folger, A.N.
Classroom Demonstrations of Wood Properties.

Department of Agriculture, Washington, D.C. Forest Product Lab.
MF AVAILABLE IN VT-ERIC SET.
PA-900
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.68-900, $.60).
PUB DATE - Apz69 42p.

DESCRIPTORS - *DEMONSTRATIONS (EDUCATIONAL); INDUSTRIAL EDUCATION; NATURAL SCIENCES; *INSTRUCTIONAL MATERIALS; AGRICULTURAL EDUCATION; TEACHER DEVELOPED MATERIALS
IDENTIFIERS - *WOOD PROPERTIES

ABSTRACT - Introductory material describes the general properties of hardwoods and softwoods followed by 20 experiments illustrating: (1) woody plants, (2) wood anatomy, and (3) the effects of anatomy on performance. The demonstrations are simple and appropriate for use in the lower grades; most requiring no special apparatus and a few requiring equipment normally found in a botany laboratory. A glossary and photographs of wood structure are appended. The document is illustrated with line drawings and photographs. (GR)

VT 010 702
Loberger, Richard; Weston, Curtis R.
Reference Materials for Teaching Agricultural Mechanics. Agricultural Education Series, Volume 2, Number 1.

Missouri Univ., Columbia.
Missouri State Dept. of Education, Jefferson City. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, University of Missouri, 8 Industrial Education Building, Columbia, Missouri 65201.
PUB DATE - Jul69 39p.

DESCRIPTORS - *REFERENCE MATERIALS; *AGRICULTURAL ENGINEERING; *VOCATIONAL AGRICULTURE; REFERENCE BOOKS; TEXTBOOKS; INSTRUCTIONAL MATERIALS

ABSTRACT - A compilation from literature received from publishing companies, state departments of education, and institutions training vocational agriculture teachers, this bulletin provides a listing of texts and references available in the area of agricultural mechanics. Contents are divided into the following five categories of agricultural mechanization: (1) woodworking, metalwork, welding, and concrete, (2) agricultural power and machinery, including automotive, (3) electricity and processing, (4) agricultural structures, including blueprint reading, and (5) soil and water conservation engineering practices. Within each category, books are listed by author and title, and include copyright date, recommended use and level, number of pages, price, discount, if any, and availability source numbers keyed to a list of publishers and addresses. (AW)

VT 010 706
Weston, Curtis, And Others
How to Build Pickup Racks, A Salt and Mineral Feeder, A Calf Creep Feeder, and a Tractor Carry-All.

Missouri Univ., Columbia.
Missouri State Dept. of Education, Jefferson City. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, University of Missouri, 8 Industrial Education Building, Columbia, Missouri 65201.
PUB DATE - Mar69 44p.

DESCRIPTORS - *BUILDING PLANS; *AGRICULTURAL EDUCATION; *AGRICULTURAL ENGINEERING; *EQUIPMENT; *DIAGRAMS; ILLUSTRATIONS; AGRICULTURAL MACHINERY; INSTRUCTIONAL MATERIALS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Developed by vocational agriculture instructors, these plans for building pickup racks, a salt and mineral feeder, a calf creep feeder, and a tractor carry-all include diagrams, descriptions, suggestions, and bills of material. (GB)

VT 010 905
Witt, W.H.
Silage as an Animal Feed.

Illinois Univ., Urbana. Vocational Agricultural Service.
MF AVAILABLE IN VT-ERIC SET.
VAS-1043
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.10).
PUB DATE - 70 9p.

DESCRIPTORS - *STUDY GUIDES; UNITS OF STUDY (SUBJECT FIELDS); RESOURCE MATERIALS; *AGRICULTURAL PRODUCTION; *VOCATIONAL AGRICULTURE; *LIVESTOCK; *NUTRITION

ABSTRACT - This student text and reference was prepared by an associate professor of agricultural education for use in high school or adult production agricultural classes. Contents provide information on four subject areas: Silage for Dairy Cattle, Silage for Beef Cattle, Silage for Sheep, and Silage for Swine. The material may be covered in 1 or 2 clock hours. (AW)

VT 010 906
Espenschied, R.F.
Tires for Farm Equipment.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
VAS-3031
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.25).
PUB DATE - 70 21p.

DESCRIPTORS - *STUDY GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *EQUIPMENT

ABSTRACT - Prepared by an associate professor of agricultural education and agricultural engineering, this student text and reference is for use in high school or adult production agriculture classes. Ten problem areas are discussed, including: (1) How Is a Farm Tire Constructed? (2) What Types of Agricultural Tires Are Available? (3) What Do Ply Ratings, Tire Grades, and Tire Sizes Mean? (4) What Should I Consider When Replacing Tires? (5) How Should Tires Be Stored? (6) Why Is Proper Inflation Important? (7) What Other Kinds of Damage Occurs to Tires? (8) What Are the Steps for Demounting and Mounting Tires? (9) How Can Drive Wheel Slippage Be Reduced? and (10) What Are the Steps in a Program of Tire Maintenance? Recommended time allotment for covering the material is 2 to 6 clock hours. The bulletin is illustrated with photographs, line drawings, diagrams, and tables. (AW)

VT 010 907
Espenschied, R.F.; Butler, B.J.
Electrical Fundamentals Useful in Engine Analysis.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
VAS-3032
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.25).
PUB DATE - 70 21p.

DESCRIPTORS - *STUDY GUIDES; RESOURCE MATERIALS; *AGRICULTURAL PRODUCTION; *VOCATIONAL AGRICULTURE; *ELECTRICITY; UNITS OF STUDY (SUBJECT FIELDS); ENGINES; ELECTRIC MOTORS; *AGRICULTURAL ENGINEERING; SUPPLEMENTARY TEXTBOOKS

ABSTRACT - This student text and reference was prepared by members of the Agricultural Engineering Department of the University of Illinois for use in high school or adult classes studying production agriculture. Contents are divided into three sections covering Fundamentals of Electricity, Magnets and Magnetism, and Electrical Measuring Instruments. Recommended time allotment for covering the material is 2 to 6 clock hours. The bulletin is illustrated with numerous line drawings, figures, and diagrams.

(AW)

VT 010 908
Espenschied, R.F.
Spot Welding for Agricultural Mechanics Shops.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
VAS-3033
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.15).
PUB DATE - 70 13p.

DESCRIPTORS - RESOURCE MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *WELDING; AGRICULTURAL PRODUCTION

ABSTRACT - Written by an associate professor of agricultural education and agricultural engineering, this student text and reference is for use in high school or adult classes studying production agriculture. Contents cover five sections, including: (1) What Is Spot Welding? (2) How Should a Spot Welder Be Installed? (3) How Are Certain Metals Spot Welded? (4) What Maintenance Do Spot Welders Need? and (5) What Can Be Done if the Spot Welder Fails to Operate Satisfactorily? Recommended time allotment for covering the material is 3 to 5 clock hours. The bulletin is illustrated with numerous line drawings, tables, and diagrams. (AW)

VT 011 036
Watershed Management.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions.
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 (manual, filmstrip, and taped narration for $7.50).
PUB DATE - ND 17p.

DESCRIPTORS - *FILMSTRIPS; *SCRIPTS; *AGRICULTURAL EDUCATION; *WATER RESOURCES; NATURAL RESOURCES; ENVIRONMENTAL EDUCATION; *CONSERVATION EDUCATION; SOIL CONSERVATION

ABSTRACT - This 56-frame filmstrip and accompanying script is for use in agricultural education classes studying conservation and land and water management. The narrative discusses the importance of water and watershed management, sources of water, functions of a properly managed watershed, natural and man-made hazards to good watersheds, and ways to protect our watersheds. (AW)

VT 011 043
Tool Identification Manual.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions.
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($1.50).
PUB DATE - Feb70 62p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *MECHANICAL EQUIPMENT; *HAND TOOLS; SECONDARY GRADES; VOCABULARY

ABSTRACT - Developed by a college agricultural engineering department, this manual may be used as a reference by vocational agriculture teachers and students in studying nomenclature and uses of tools and materials associated with agricultural mechanics. This manual includes 376 tools and pieces of equipment, arranged alphabetically by item name. The manual provides definitions and uses of 376 tools and pieces of equipment as well as visual reproductions of the tools, arranged and numbered in the same order as the definitions. This manual is a revision of an earlier publication available as VT 009 301 (AIM Winter 1969). (GB)

VT 011 082
Woodin, Ralph J.; Ridenour, Harlan E.
Installing the AGDEX Filing System. Script for a Slide Series and Slide Set.

Ohio State Univ., Columbus. Curriculum Materials Service.
DOCUMENT NOT AVAILABLE FROM EDRS.

Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($4.50 for slide set and script).
PUB DATE - 69 13p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *RESOURCE MATERIALS; *SLIDES; TEACHER EDUCATION; *FILING; INSTRUCTIONAL MATERIALS; PUBLICATIONS
IDENTIFIERS - *AGDEX FILING SYSTEM

ABSTRACT - This script and set of 29 slides were developed by the Agricultural Division of the Curriculum Materials Committee, American Vocational Association, for teacher educators and supervisors to prepare teachers and others for using the AGDEX filing system. Information on the slides concerns these points: (1) advantages of AGDEX, (2) installing AGDEX, (3) types of filing materials and storage facilities needed, (4) classifying and coding agricultural publications and teaching materials, (5) placing materials in relation to each other, and (6) maintenance of AGDEX files. Required supplementary material is "AGDEX, A System for Filing Agricultural Publications," (VT 010 028, AIM Spring 1970) which is a filing guide and indexing system. (SB)

VT 011 155
Small Gasoline Engines Visuals for Agriculture.

Iowa Vocational Agricultural Teacher's Association.
MF AVAILABLE IN VT-ERIC SET.
Ag-Mech-2
PUB DATE - 69 58p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *TRANSPARENCIES; *AGRICULTURAL SKILLS; SECONDARY GRADES; ENGINES; AGRICULTURAL MACHINERY; BIBLIOGRAPHIC CITATIONS

ABSTRACT - Prepared for use in a course in small gasoline engines in the agricultural mechanics program of vocational agriculture, these overlay masters were developed by a vocational agriculture instructor and staff members at Iowa State University. Problem areas are compression, carburetion, ignition, and preventive maintenance. To supplement the information presented through the overlay masters, a list of subject matter sources is included. A related document is available as VT 010 507 (also in this issue). (GB)

VT 011 213
Avery, T. Eugene
Forester's Guide to Aerial Photo Interpretation. Agriculture Handbook 308.

Department of Agriculture, Washington, D.C. Forest Service
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.76:308, $.75).
PUB DATE - Oct66 35p.

DESCRIPTORS - *RESOURCE MATERIALS; MANUALS; *AGRICULTURAL EDUCATION; *FORESTRY; *FORESTRY OCCUPATIONS; *PHOTOGRAPHY; PHOTOCOMPOSITION

ABSTRACT - Written by the head of the Department of Forestry of the University of Illinois, this handbook is intended as a practical reference for the forester with only a casual knowledge of techniques of aerial photo interpretation in forest inventory. The manual emphasizes stereoscopic interpretation of vertical aerial photography and provides examples of this and various other types of aerial photographs. Contents cover: (1) Types of Aerial Photographs, (2) Obtaining Aerial Photography, (3) Preparing Photographs for Stereo-Viewing, (4) Photo Scale, Bearings, and Distances, (5) Identifying Forest Types and Tree Species, (6) Mapping from Aerial Photographs, (7) Measuring Areas, (8) Tree Height, Crown Diameter, and Crown Closure, (9) Aerial Cruising, and (10) Photo Stratification for Ground Cruising. The handbook is illustrated with numerous photographs, diagrams, tables, and maps. A list of references cited is also included. (AW)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 004 042
Cashman, Thomas J.
Review Manual for Certificate in Data Processing.

Data Processing Management Association, Parkridge, Ill.
MF AVAILABLE IN VT-ERIC SET.
Anaheim Publishing Company, 131 West Broadway, Anaheim, California ($7.95).
PUB DATE - Oct65 312p.

DESCRIPTORS - BUSINESS EDUCATION; INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; *ADULT EDUCATION; *ELECTRONIC DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; *STUDY GUIDES; *CERTIFICATION

ABSTRACT - The purpose of this study guide is to assist students in preparing for the Certificate in Data Processing examination. The guide presents a series of questions with corresponding answers and selected references for each of the following four major examination categories: (1) automatic data processing equipment, (2) programing and software systems, (3) systems concepts and designs, and (4) quantitative methods. To be eligible for the examination, candidates must have completed at least 3 years of full-time work (or the equivalent) in one or more data processing installations. Also included in the guide are sample test questions and a glossary. (JS)

VT 008 307
Kurtz, Margaret A.; Phillips, Helen L.
Technical Typewriting.

Addison-Wesley Publishing Co., Reading, Mass.
DOCUMENT NOT AVAILABLE FROM EDRS.
Addison-Wesley Publishing Co., Reading, Massachusetts.
PUB DATE - 68 316p.

DESCRIPTORS - *STUDY GUIDES; *AUTOINSTRUCTIONAL AIDS; TEXTBOOKS; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *TYPEWRITING; TYPISTS; POST SECONDARY EDUCATION
IDENTIFIERS - TECHNICAL TYPEWRITING

ABSTRACT - Prepared by junior college personnel, this self-instructional text is designed to train post-secondary school students to efficiently and accurately produce typewritten material in the major fields of scientific research and development. Eight units, each containing 10 lessons, cover: (1) Guides to Mathematical Typing, (2) The Greek Alphabet; Mathematical Symbols; Chemical Equations and Formulas, (3) Format of the Technical Report, (4) Proofreaders' Marks, (5) Manuscript Typing, (6) Communications, (7) Tables, Graphs, and Charts, and (8) Standard Forms. Each unit contains: (1) two timed writings designed to acquaint students with technical terminology, (2) description of procedures, (3) examples or models of ways to type, (4) typing instructions, (5) practice exercises, and (6) jobs. A number of special projects are also interspersed throughout the text. Although designed as a full year course, the text may be adapted to one semester. An instructor's manual, answer key, and stationery and forms may also be obtained from the source of availability cited for this document. (AW)

VT 009 972
A Guide for Teaching Vocational Office Education in the Secondary Schools of New Hampshire.

New Hampshire State Dept. of Education, Concord, Div. of Vocational-Technical Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 75p.

DESCRIPTORS - *CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; WORK EXPERIENCE PROGRAMS; *VOCATIONAL EDUCATION; SECONDARY GRADES; COOPERATIVE EDUCATION; *CURRICULUM PLANNING
IDENTIFIERS - NEW HAMPSHIRE

ABSTRACT - Prepared by business and distributive education teachers and consultants, this curriculum guide is for use by teachers and school administrators in planning, upgrading, or extending office education programs on the secondary level. Vocationally oriented courses are offered as well as basic business education courses not necessarily vocationally oriented. Brief introductory information includes: (1) course descriptions listed alphabetically by title and including grade level, number of semesters, and whether basic or vocational, (2) a statement of objectives including

excerpts from the "New Hampshire State Plan," and (3) occupational classifications and descriptions from the "Dictionary of Occupational Titles." Suggested course sequences and outlines are given both for basic business courses and for vocational office education, including course descriptions, specific objectives, time requirements, grade placement, prerequisites, and standards. The development of a cooperative office education program is outlined, including sample forms and applications. For those schools unable to have a cooperative work program, suggestions are given for supervised practical experience involving the laboratory or project method. A checklist for facilities and equipment and a listing of teaching media and materials are provided. (AW)

VT 010 941
How to Train Bank Employees.

Argyle AnaLearn Associates, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003 ($10.00).
PUB DATE - 69 170p.

DESCRIPTORS - *PROGRAMED TEXTS; *BUSINESS EDUCATION; *ADULT VOCATIONAL EDUCATION; *SUPERVISORY METHODS; BANKING; *SUPERVISORS; TRAINING TECHNIQUES

ABSTRACT - This programed text is designed to provide supervisory personnel with self-instruction in training bank employees. Instructions to the student are followed by four sections, covering: (1) determining training steps, giving the trainee an overview, and training individuals to carry out tasks, (2) learning what the course is about and for whom it is written, (3) determining training needs, establishing sequence of tasks to be taught, and preparing for both trainee and refresher courses, and (4) evaluating trainees and followup. The text format consists of statements of fact followed by questions or completion exercises in the first column of each page with the correct response given in the next column. Several sample forms and information sheets, a sample examination and answer key, and a list of other available self-instruction programs are provided. (AW)

VT 010 971 ED 042 004
GENTLE, EDGAR C., JR., ED.
DATA COMMUNICATIONS IN BUSINESS. AN INTRODUCTION.

AMERICAN TELEPHONE AND TELEGRAPH COMPANY, NEW YORK, N.Y.
EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.
PUBLISHERS SERVICE COMPANY, ROOM 600, 75 VARICK STREET, NEW YORK, NEW YORK 10013 ($2.00 PAPER, $4.00 HARD COVER).
PUB DATE - 68 170P.

DESCRIPTORS - *BUSINESS EDUCATION; *COMMUNICATIONS; INFORMATION SYSTEMS; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; DATA PROCESSING; *MANAGERIAL OCCUPATIONS; *ELECTRONIC EQUIPMENT

ABSTRACT - THIS BASIC TEXT FOR STUDENTS IN BUSINESS ADMINISTRATION AND BUSINESS EDUCATION WAS PREPARED BY PERSONNEL OF THE AMERICAN TELEPHONE AND TELEGRAPH COMPANY WITH THE HELP OF AN EDUCATIONAL ADVISORY PANEL. FUNDAMENTAL CONCEPTS OF DATA COMMUNICATIONS ARE PRESENTED AS A MEANS OF KEEPING ABREAST OF THE INFORMATION EXPLOSION AND AS A BASIS FOR MAKING SOUND DECISIONS. THREE CASE STUDIES, SUPPLEMENTARY INFORMATION ON TRANSMISSION EQUIPMENT, COMMUNICATION SERVICES AND SWITCHING, A GLOSSARY, AND A BIBLIOGRAPHY ACCOMPANY THE FIVE CHAPTERS OF THE TEXT WHICH ARE: (1) THE MEANING OF DATA PROCESSING, (2) THE ROLE OF DATA COMMUNICATIONS, (3) DATA COMMUNICATIONS IN MANAGEMENT, (4) COMMUNICATIONS PROBLEMS IN INFORMATION SYSTEMS, AND (5) PLANNING A DATA COMMUNICATIONS SYSTEM. ALSO INCLUDED ARE ILLUSTRATIONS OF THE FLOW OF INFORMATION AND PICTURES OF COMMUNICATIONS EQUIPMENT. (JS)

VT 011 127
Curriculum Guide for Gregg Shorthand I, Diamond Jubilee Series.

Kentucky State Dept. of Education, Frankfort. Bureau of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
Division of Business and Office Education, Kentucky State Department of Education, Frankfort, Kentucky 40601 (no charge).
PUB DATE - 68 69p.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; SECONDARY SCHOOLS; *TEACHING TECHNIQUES; STANDARDS; STUDENT MOTIVATION; *RESOURCE MATERIALS; *COURSE ORGANIZATION

ABSTRACT - This curriculum guide was developed to assist teachers in the presentation of beginning shorthand and in the establishment of minimum standards of achievement. Developed by business education personnel, the guide describes beginning shorthand as vocational in nature and recommends that it be offered to eleventh-grade students having at least a "C" overall average. The guide also presents: (1) general and specific objectives for the course, (2) a content outline, (3) psychological principles of skill building, (4) lesson plans and suggested teaching methods and techniques, (5) sources of motivational devices, audio-visual aids, and supplementary materials, (6) testing procedures, and (7) a bibliography. (JS)

VT 011 128
Curriculum Guide for Second-Year Bookkeeping.

Kentucky State Dept. of Education, Frankfort. Div. of Business and Office Education.
MF AVAILABLE IN VT-ERIC SET.
Division of Business and Office Education, Kentucky State Department of Education, Frankfort, Kentucky 40601 (no charge).
PUB DATE - 67 36p.

DESCRIPTORS - *CURRICULUM GUIDES; *PROGRAM GUIDES; *BUSINESS EDUCATION; SECONDARY SCHOOLS; *RESOURCE MATERIALS; *BOOKKEEPING; BIBLIOGRAPHIES; EDUCATIONAL EQUIPMENT

ABSTRACT - Members of a graduate class prepared this curriculum guide to offer teaching suggestions and guidelines for a second year bookkeeping course. Following the course introduction and objectives are 10 unit outlines including: (1) Review of the Bookkeeping Cycle, (2) Interpreting Financial Statements, (3) Partnership Accounting, (4) Corporation Accounting, and (5) Manufacturing and Cost Accounting. The guide also estimates teaching time and suggests a curriculum for the Accounting-Junior Management Programs, a bookkeeping room layout, equipment and supplies, and resource materials. A reaction form is included to encourage constructive criticism from those using the guide. (JS)

VT 011 268 ED 041 125
COMPUTER SYSTEMS OPERATOR, A SUGGESTED INSTRUCTOR'S GUIDE.

INSTITUTE OF COMPUTER TECHNOLOGY, INC., WASHINGTON, D.C.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF MANPOWER DEVELOPMENT AND TRAINING
EDRS PRICE MF-$0.75 HC-$9.35
PUB DATE - 69 185P.

DESCRIPTORS - *CURRICULUM GUIDES; BUSINESS EDUCATION; *PROGRAM GUIDES; *DATA PROCESSING OCCUPATIONS; TRAINEES; COMPUTERS; *ADULT VOCATIONAL EDUCATION; *EDUCATIONALLY DISADVANTAGED; COOPERATIVE EDUCATION
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

ABSTRACT - SCHOOL ADMINISTRATORS, TEACHERS, AND BUSINESSMEN WILL FIND THIS WORK-STUDY GUIDE USEFUL IN DEVELOPING COURSES TO TEACH THE DISADVANTAGED TO BE OPERATORS OF AUTOMATIC DATA PROCESSING EQUIPMENT. FOURTEEN COURSE UNITS COVER FUNDAMENTAL PRINCIPLES OF PROGRAMING, SPECIFIC PROGRAMS SUCH AS FORTRAN AND COBOL, AND THE SKILLS REQUIRED FOR THE POSITION. EACH UNIT OUTLINES TRAINING TIME, OBJECTIVES, AND THE BASIC COURSE MATERIAL, AND INCLUDES WHEN AVAILABLE TEACHING AIDS, INSTRUCTOR REFERENCE MATERIALS AND SUGGESTED TRAINEE ACTIVITIES AND MATERIALS. SECTIONS OF THE GUIDE ARE DEVOTED TO SOURCES OF VISUAL AIDS, OCCUPATIONAL INFORMATION, TRAINEE QUALIFICATIONS, AND SUGGESTIONS FOR COURSE ORGANIZATION AND OPERATION. A GLOSSARY AND A BIBLIOGRAPHY ARE INCLUDED. APPENDED ARE SUGGESTED EQUIPMENT AND SUPPLY LISTS AND A TRAINING FACILITY PLAN, AND SAMPLE FORMS AND RECORDS. (JS)

VT 011 271
Parker, Willis M.
A Position Paper on Electronic Data Processing Curriculum Philosophy and A Suggested Curriculum Guide for Business Data Processing.

W.W. Holding Technical Inst., Raleigh, N.C. Occupational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1Jul69 48p.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; *ELECTRONIC DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; CURRICULUM PLANNING; *CURRICULUM EVALUATION; BUSINESS SKILLS; COMPUTER PROGRAMS

ABSTRACT - This curriculum guide and position paper was written to assist specialists in developing and evaluating the business data processing curriculum. General

objectives were to prepare students with a solid foundation in: (1) business mathematics and general math through algebra, (2) business operations and system, (3) accounting, (4) a working knowledge of statistics, (5) a course in computer logic and decision making, (6) fundamentals of programing, and (7) computer systems and languages. This guide reviews a suggested data processing curriculum using the following points: (1) course structure, (2) curriculum organization, (3) course hours, descriptions, and objectives, (4) scheduling concepts, and (5) methodology. The suggested curriculum is outlined, giving course titles, credit received, and hours in class and lab. Course descriptions are given separately with topics to be discussed in each course briefly listed. (JS)

VT 011 359 ED 041 140
LILES, PARKER; LILES, ZENOBIA T.
A GUIDE FOR THE IMPROVEMENT OF TYPEWRITING INSTRUCTION. SECOND EDITION.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. BUSINESS AND OFFICE EDUCATION SERVICE.
EDRS PRICE MF-$1.00 HC-$10.05
PUB DATE - 68 199P.

DESCRIPTORS - *PROGRAM GUIDES; *TEACHING METHODS; BUSINESS EDUCATION; *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; EDUCATIONAL PRINCIPLES; *INSTRUCTIONAL IMPROVEMENT; SECONDARY GRADES; HANDICAPPED STUDENTS

ABSTRACT - THIS PROGRAM GUIDE WAS PREPARED BY TWO BUSINESS EDUCATION LEADERS FOR USE IN TEACHING TYPEWRITING ON THE SECONDARY LEVEL. IN ADDITION TO OFFERING SUGGESTIONS ON TEACHING TECHNIQUES AND METHODS, THIS 4-SEMESTER OUTLINE PRESENTS THE MAJOR ORGANIZATIONAL PROBLEMS FACING THE TYPEWRITING TEACHER. SPECIFIC PROBLEMS GIVEN ATTENTION INCLUDE TEACHING THE HANDICAPPED, ALLOWING FOR INDIVIDUAL DIFFERENCES, STUDENT EVALUATION, AND THE PSYCHOLOGICAL PRINCIPLES OF TEACHING TYPEWRITING. OTHER TOPICS INCLUDED IN THE 25 CHAPTERS COVER: (1) KEYBOARD PRESENTATION, (2) SPEED DEVELOPMENT, (3) PROBLEM SOLVING IN PRODUCTION TYPEWRITING, (4) IMPORTANCE OF DEMONSTRATIONS, (5) EDUCATIONAL AND PERSONAL BACKGROUND OF TYPEWRITING TEACHERS, (6) ROOM LAYOUT AND EQUIPMENT, (7) TEACHING AIDS, AND (8) RESEARCH IN TYPEWRITING. MOST OF THE CHAPTERS HAVE A SEPARATE BIBLIOGRAPHY. (JS)

VT 011 418
Miscellaneous Clerical Occupations; Suggested Curricula.

Applied Science Associates, Inc., Valencia, Pa.
Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 108p.

DESCRIPTORS - *CURRICULUM GUIDES; COOPERATIVE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; RESOURCE MATERIALS; *CURRICULUM DEVELOPMENT; PROGRAM GUIDES; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES; D.O.T.

ABSTRACT - Designed to assist vocational educators, teachers, and school administrators, this curriculum guide provides suggested cooperative or directed experience curriculums for 80 occupations. Prepared after consulting with business educators and businessmen, the guide uses the systems approach to curriculum development by focusing on behavioral skills requirements. The definitions of these occupations found in the 1965 edition of the "Dictionary of Occupational Titles" (D.O.T.) was used as the starting point for learning these requirements. The 80 occupations are listed by job title with the following information: (1) industry using this type of work, (2) D.O.T. number, (3) work level of the occupation, (4) estimated teaching time, and (5) recommended units of study. The outlined study units follow, classified into general, specialized or administrative office occupations. Each unit includes: (1) required hours, (2) course description, (3) topical outline, and (4) recommended texts. Also offered in the guide are suggested standards, sources of materials, bibliography, and appendixes on instructional resources and facilities. (JS)

VT 011 532 ED 041 174
O'NEILL, ROBERT; ANDERSON, FLOYD L.
BUSINESS EDUCATION, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.35 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 45P.

DESCRIPTORS - *BUSINESS EDUCATION; *DISADVANTAGED YOUTH; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *DROPOUT REHABILITATION; EDUCATIONAL INNOVATION; COURSE OBJECTIVES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; *OFFICE OCCUPATIONS; UNEMPLOYED; INDIVIDUALIZED INSTRUCTION; OUT OF SCHOOL YOUTH; DROPOUT PROGRAMS; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS COURSE DESCRIPTION WAS DEVELOPED BY EDUCATORS FOR USE AT THE WORK OPPORTUNITY CENTER IN TEACHING HIGH SCHOOL DROPOUTS AND HARD-CORE UNEMPLOYED YOUTH. THE ULTIMATE OBJECTIVES OF THE BUSINESS EDUCATION CURRICULUM AT THE CENTER ARE TO PREPARE STUDENTS FOR EMPLOYMENT IN CLERICAL OCCUPATIONS AND TO ASSIST THEM IN COMPLETING THEIR HIGH SCHOOL GRADUATION REQUIREMENTS. INSTRUCTION INCLUDING TYPING, FILING, AND OFFICE MACHINES IS ON AN INDIVIDUALIZED BASIS CONDUCTED IN AN INNOVATIVE ATMOSPHERE OF "LEARNING BY DOING." ALSO INCLUDED IN THE COURSE DESCRIPTION ARE A PROGRAM EVALUATION, AN ANNOTATED BIBLIOGRAPHY, A SUMMARY OF TEACHING TECHNIQUES, AND CASE STUDIES. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (JS)

VT 011 575
Recordkeeping Syllabus.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, New York State Education Department, Education Building, Albany, New York 12224.
PUB DATE - 69 55p.

DESCRIPTORS - *BUSINESS EDUCATION; *RECORDKEEPING; EDUCATIONAL NEEDS; *SLOW LEARNERS; OFFICE OCCUPATIONS EDUCATION; *TEACHING METHODS; BUSINESS EDUCATION TEACHERS; *TEACHING GUIDES

ABSTRACT - This course syllabus was prepared by state staff for use as a reference by high school teachers of bookkeeping. Addressed to the occupational and educational needs of the student unable to succeed in regular bookkeeping classes, this outline provides slow-learner data and teaching methods and techniques. Suggested references and supplementary materials accompany the 11 units which include topics on: (1) recordkeeping for cash, (2) retail selling and purchasing records, (3) inventory records, (4) payroll and tax records, and (5) statement preparation. (JS)

VT 011 596 ED 042 052
WEST, LEONARD J.
PROGRAMED INSTRUCTION FOR DECISION-MAKING ASPECTS OF TYPING TASKS. FINAL REPORT.

CITY UNIV. OF NEW YORK, N.Y. DIV. OF TEACHER EDUCATION
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT
EDRS PRICE MF-$1.00 HC-$10.60 OEG-2-9-420074-1040(010) 24
BR-9-B-074
PUB DATE - JAN70 210P.

DESCRIPTORS - *TYPISTS; *PROGRAMED MATERIALS; *DISADVANTAGED YOUTH; *COGNITIVE PROCESSES; OFFICE OCCUPATIONS EDUCATION; *JOB SKILLS; INDIVIDUALIZED INSTRUCTION; PROGRAM DEVELOPMENT

ABSTRACT - MANY OFFICE OCCUPATIONS OPEN TO TYPISTS REQUIRE A SKILL LEVEL ABOVE THAT REACHED BY THE DISADVANTAGED URBAN STUDENT WHO COMPLETES THE PRESENT "CLERICAL" TRAINING COURSE. CONVENTIONAL INSTRUCTION IN TYPEWRITING HAS TENDED TO FOCUS ON MANIPULATIVE FACTORS WHEREAS RELATIVELY RECENT RESEARCH HAS SHOWN THAT COGNITIVE FACTORS (DECISION-MAKING PROCESSES) BEARING ON ATTRACTIVE PLACEMENT OF MATERIALS ON THE PAGE ARE SUBSTANTIALLY MORE IMPORTANT IN ACCOUNTING FOR SKILL AT REALISTIC TYPING TASKS ABOVE THE LEVEL OF SIMPLE COPYING. IN VIEW OF THE NEED FOR NEW INSTRUCTIONAL MATERIALS EMPHASIZING THE DECISION-MAKING PROCESSES, A 541-FRAME PROGRAMED INSTRUCTION UNIT WAS PREPARED. THE PROGRAM IS DIVIDED INTO 14 SECTIONS COVERING HORIZONTAL AND VERTICAL CENTERING, SIMPLE AND ADVANCED TABLE TYPING, BUSINESS LETTERS, AND REPORT TYPING. THE PROGRAM CAN BE USED BY ANYONE WHO WISHES TO ACQUIRE OR UPGRADE THE COGNITIVE SKILLS TAUGHT BY THIS PROGRAM AND CAN BE USED AS A SELF-INSTRUCTING UNIT. (AUTHOR/JS)

DISTRIBUTIVE
EDUCATION
SECTION

VT 003 610
Rowe, Kenneth L.
Sponsor Development Program, A Suggested Ten Hour Course for DE Training Sponsors.

Arizona Univ., Tucson. Div. of Continuing Education.
Arizona State Dept. of Vocational Education, Phoenix. Distributive Education Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COURSE DESCRIPTION; ADULT EDUCATION; *INSTRUCTOR COORDINATORS; *INSTRUCTIONAL MATERIALS; PROGRAM GUIDES; EMPLOYERS; *SUPERVISORY TRAINING

ABSTRACT - This course description of an adult training program for distributive education (DE) training sponsors was prepared as a guide for DE coordinators interested in initiating similar programs. Included is an outline of the sponsor development program, teaching material, and a copy of the Arizona sponsor development program. Contents of the sponsor program include: (1) justification of such a program, (2) the five phases of the program, (3) responsibilities of the sponsor and ways in which coordinator can assist, (4) an on-the-job guide sheet, (5) expected results, (6) a suggested training calendar, and (7) organization procedures for the program. (JS

VT 010 391
An Operations Manual for the Modern Produce Department.

Super Market Inst., Inc., Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Super Market Institute, 200 East Ontario Street, Chicago, Illinois 60611 ($2.50).
PUB DATE - 62 94p.

DESCRIPTORS - *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *FOOD STORES; *FOOD SERVICE INDUSTRY; *MERCHANDISING; RETAILING; GUIDES
IDENTIFIERS - *PRODUCE

ABSTRACT - The Super Market Institute designed this publication to aid super market operators in maintaining successful produce department operations. Following suggestions for using the manual, contents cover the following nine subject areas: (1) Standards of Operating Performance, (2) Buying and Quality Control, (3) Principles of Low-Cost Handling, (4) Layout and Equipment, (5) Backroom Preparation, (6) Merchandising, (7) Packaging, (8) Managing the Produce Department, and (9) Supervising Produce Operations. The manual is illustrated with numerous line drawings, photographs, diagrams and tables. (AW)

VT 010 999
Wiggs, Garland D.
Successful Retail Salesmanship. Teachers Guide for Programed Instruction Course for the Distributive Education Student.

Argyle AnaLearn Associates, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003.
PUB DATE - 67 52p.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *RETAILING; SALES OCCUPATIONS; *PROGRAMED INSTRUCTION

ABSTRACT - Written by a teacher educator for distributive education, this teacher's guide is for use in implementing a course of programed instruction in retail salesmanship. Introductory materials on the development and structure of the program, suggestions for presenting the course, teaching techniques, evaluation methods, and a course content outline are followed by five teaching units, including: (1) Good Salesmanship, (2) Greeting and Approval, (3) Determining Preferences, Selection and Presentation, (4) Decision and Close, and (5) The Follow-Up. Each unit provides an overview of content to be covered, objectives, suggested leads and teaching suggestions, and films and other resources that may be helpful in illustrating the material. The program requires 12 hours of instruction if used in adult distributive education programs, or approximately 6 weeks of instruction in high school or community college programs. The guide is for use with the programed text available as VT 011 000, also in this issue. (AW)

VT 011 000
Blyth, John W.; Alter, Millicent
Successful Retail Salesmanship. Programed Instruction Course for the Distributive Education Student.

Argyle AnaLearn Associates, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003.
PUB DATE - 67 95p.

DESCRIPTORS - *PROGRAMED TEXTS; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *RETAILING; *SALES OCCUPATIONS

ABSTRACT - Written by the Senior Vice President of Training and Educational Services and a training psychologist of the Argyle Publishing Corporation, this programed text is for use by distributive education students studying retail sales. Contents include five chapters covering: (1) Good Salesmanship, (2) Greeting and Approach, (3) Determining Preferences, Selection and Presentation, (4) Decision and Close, and (5) The Follow-Up. The programed format consists of statements of fact followed by completion exercises or questions, with the correct response given on the following page. The related teacher's guide is available as VT 010 999, also in this issue. (AW)

VT 011 055
Wiggs, Garland D.
The Basics of Salesmanship; A Programed Instruction Course for the Distributive Education Student.

Argyle AnaLearn Associates, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003.
PUB DATE - 69 143p.

DESCRIPTORS - WRITING EXERCISES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *INDIVIDUALIZED INSTRUCTION; *FEEDBACK; INSTRUCTIONAL MATERIALS; *PROGRAMED TEXTS; SALES OCCUPATIONS

ABSTRACT - Prepared by a college educator for use in a distributive education program, this programed text in salesmanship requires the learner to complete diagrams and sentences and answer questions. By having access to the answers, the learner can check his work and move at his own pace through six chapters on: (1) The Prepared Sales Presentation, (2) The Approach, (3) The Body Step, (4) The Proof Step, (5) The Close, and (6) How to Answer Objections. Basic principles and techniques of salesmanship are incorporated into these chapters. Two related documents are available as VT 011 056 and VT 011 057 (also in this issue). (JS)

VT 011 056
The Basics of Salesmanship. Presentation Workbook.

Argyle AnaLearn Associates, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003.
PUB DATE - 69 26p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; INDIVIDUALIZED INSTRUCTION; *INSTRUCTIONAL MATERIALS; *PROGRAMED MATERIALS; SALES OCCUPATIONS; *SUPPLEMENTARY TEXTBOOKS

ABSTRACT - This student workbook was prepared to accompany a programed unit on salesmanship for use in distributive education programs. Included in this workbook are student self-rating inventories based on the basic principles and techniques of salesmanship and writing exercises designed to give the student practice in developing and accessing his selling skills. Two related documents are available as VT 011 055 and VT 011 057 (also in this issue). (JS)

VT 011 057
Wiggs, Garland D.
The Basics of Salesmanship. Teacher's Guide.

Argyle AnaLearn Associates, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.

Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003.
PUB DATE - 69 66p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; *INDIVIDUALIZED INSTRUCTION; WRITING EXERCISES; COURSE OBJECTIVES

ABSTRACT - This teacher's guide was prepared to accompany corresponding programed instructional materials for use in a distributive education salesmanship course. Suggestions on class organization, teaching techniques, and evaluation are included in the guide as are objectives, overviews of the chapters, and written and mental exercises. Two related documents are available as VT 011 055 and VT 011 057 (also in this issue). (JS)

VT 011 068
Burbrink, Pauline, Comp.
Selling People. A Twelve-Hour Sales Training Course Based on the Behavioral Sciences.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
PUB DATE - 69 83p.

DESCRIPTORS - *SALES OCCUPATIONS; *COURSE DESCRIPTIONS; *ADULT EDUCATION; *BEHAVIORAL OBJECTIVES; TEACHING METHODS; *INSTRUCTIONAL MATERIALS; MARKETING; BIBLIOGRAPHIES

ABSTRACT - Compiled by the Director of Research in the Instructional Materials Laboratory at the University of Texas, this outline of an adult distributive education course in selling is based on the behavioral sciences to stress the importance of human behavior in selling. The outline includes sample handout materials and suggests teaching methods for each of the six sessions which are: (1) Selling--What It Is, Does, and Offers, (2) Demonstrations of Feature-Benefit Analysis, (3) Understand Yourself and Other People Too, (4) Psychology of Selling, Parts I and II, and (5) Consumer Motivation. A bibliography is included. (JS)

VT 011 071
Worscheh, Mary, Comp.
Women's Accessories, A Distributive Education Manual and Supplementary Handbooks.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
PUB DATE - 69 230p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COOPERATIVE EDUCATION; SALES OCCUPATIONS; INSTRUCTIONAL MATERIALS; *MANUALS; *PAMPHLETS; MERCHANDISE INFORMATION; *RETAILING

ABSTRACT - This package of instructional materials, including a manual on women's accessories and related pamphlets, was compiled for use in a cooperative education program for high school and junior college students. The 35 assignments comprising the manual include introductory statements, definitions, questions, and projects and are grouped into the following categories: (1) Fashions and Accessories, (2) Handbags, (3) Hosiery, (4) Gloves, (5) Scarfs, and (6) Belts. Related pamphlets are trade publications presenting promotional tips on the items listed above. An answer book to accompany the manual is also included with this material. (JS)

VT 011 148
A Job Description Guide to the Ohio Restaurant Industry.

Ohio State Restaurant Association, Columbus.
MF AVAILABLE IN VT-ERIC SET.
Ohio State Restaurant Association, 40 South Third Street, Suite 418, Columbus, Ohio 43215 ($.10).
PUB DATE - ND 4p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *FOOD SERVICE OCCUPATIONS; *OCCUPATIONAL GUIDANCE; JOB MARKET; FOOD SERVICE WORKERS; *CHARTS

ABSTRACT - The Ohio State Restaurant Association prepared this booklet to provide occupational information to those interested in jobs in the restaurant industry.

Arranged as a chart, the booklet provides job titles and descriptions and opportunities for advancement. The necessary skills and knowledge required for most of the jobs can be acquired through on-the-job training while the higher management positions require prior training. (JS)

VT 011 191
Bragin, Morrie
Starting and Managing a Small Retail Camera Store. The Starting and Managing Series, Volume 17.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.15:17, $.40).
PUB DATE - Oct69 77p.

DESCRIPTORS - *MANAGEMENT DEVELOPMENT; *DISTRIBUTIVE EDUCATION; MANAGEMENT EDUCATION; *ADULT EDUCATION; *INSTRUCTIONAL MATERIALS; CAREER OPPORTUNITIES; CAREER PLANNING; *BUSINESS SKILLS

ABSTRACT - The Small Business Administration published this pamphlet to help the prospective owner of a small camera shop get started in photographic retailing. Written by an experienced owner-operator of a small camera shop, the pamphlet is divided into the following 14 sections: (1) You as a Camera-Shop Owner, (2) Your Competition, (3) Types of Camera Shops, (4) Money for the Venture, (5) Buy Old or Start New, (6) Choosing a Location, (7) Getting Started, (8) Your Employees, (9) Buying and Pricing, (10) Selling, (11) Records You'll Need, (12) Your Opening Day, (13) Advertising and Publicity, and (14) Keeping Informed. (JS)

VT 011 197
Smith, Kay F.
Food Service Management. A Distributive Education Manual.

Central High School, Muskogee, Okla.
Oklahoma Vocational Research Coordinating Unit, Stillwater
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 37p.

DESCRIPTORS - *STUDY GUIDES; *AUTOINSTRUCTIONAL AIDS; *DISTRIBUTIVE EDUCATION; *COOPERATIVE EDUCATION; FOOD SERVICE INDUSTRY; *FOOD SERVICE WORKERS; FOOD SERVICE OCCUPATIONS

ABSTRACT - For individual use by distributive education students employed in food service establishments, this manual presents basic information on the many areas of competence involved in a food service operation. The six instructional units are divided into 31 lessons, each of which contains explanatory information, questions to be answered, and references, and in some cases student projects designed to specifically relate the text materials being covered with the student's present employment situation. Unit titles are: (1) Orientation, (2) The Food Service Organization, (3) Laws and Regulations, (4) Food Merchandising, (5) Quantity Food Cookery, and (6) Physical Facilities. Both required and supplementary reference materials are listed, with availability sources. An answer booklet may be obtained from the source of availability cited for this document. (AW)

VT 011 284
Sales and Marketing I; A Suggested Course Guide for Pre-Employment Distributive Education, Grade Eleven.

Minnesota State Dept. of Education, St. Paul. Distributive Education Unit.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 188p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COURSE DESCRIPTIONS; COURSE OBJECTIVES; *CAREER PLANNING; SECONDARY SCHOOLS; *SELF EVALUATION; SKILL DEVELOPMENT; *SALES OCCUPATIONS

ABSTRACT - Following a study of other course guides, and a survey of businessmen to learn what they expect in student employees, this course guide in sales and marketing was prepared for high school distributive education teachers for use on the 11th-grade level. Emphasis is placed on skill development, self-analysis, career development, and the development of basic competencies useful in acquiring a part-time job. Objectives, teaching suggestions, and an outline of course content are given for the 10 units which include topics on: (1) employability, (2) selling techniques, (3) human relations, (4)

career planning, and (5) employment application. The course is based on a 36-week school year and includes references and teaching aids for each unit. (JS)

VT 011 367
Salesman; Suggested Guide for a Training Course.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 61p.

DESCRIPTORS - *TEACHING GUIDES; *PROGRAM GUIDES; *CURRICULUM DEVELOPMENT; *SALES OCCUPATIONS; INSTRUCTIONAL MATERIALS; POST SECONDARY EDUCATION; BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION

ABSTRACT - This guide was prepared to assist administrators and teachers in preparing course content for a postsecondary sales training program by providing: (1) an overview of the course, (2) sources of visual aids, (3) suggested classroom facilities, (4) a glossary, and (5) a bibliography. The 12 units include material on: (1) the basic principles of selling, (2) the sales process, (3) methods of increasing sales, (4) applied arithmetic, (5) ethical selling, and (6) self-improvement. Objectives, unit outline, references, and suggested instructional procedures and work assignments are included in each unit. The course is designed for a 10-week period of 30 hours per week. The instructor should have practical experience in sales. (JS)

VT 011 477
Naumann, H.D., And Others
Guidelines for Handling Prepackaged Meat in Retail Stores. Manual 64, Reprint 5/70/5M.

Missouri Univ., Columbia. Extension Div.
Agricultural Research Service (DOA), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16p.

DESCRIPTORS - *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *FOOD PROCESSING OCCUPATIONS; FOOD STANDARDS; *MEAT; *FOOD STORES

ABSTRACT - Intended to aid retail store meat department managers in maintaining efficient, sanitary meat departments, this pamphlet presents methods of increasing product display life and thus reducing rewraps, labor waste, and product loss. Contents provide general information on meat color and discoloration and bacteria followed by suggested steps to increase display life of meat, including a suggested department cleaning schedule, sanitation recommendations, and temperature and product care. A brief reference list is given. (AW)

VT 011 529 ED 041 171
BRISCOE, ALBERT J.; ANDERSON, FLOYD L.
DRY CLEANING, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.05 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 39P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; *CURRICULUM GUIDES; DROPOUT PROGRAMS; EDUCATIONAL INNOVATION; *UNEMPLOYED; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; INDIVIDUALIZED INSTRUCTION; OUT OF SCHOOL YOUTH; COURSE DESCRIPTIONS; COURSE OBJECTIVES; *SERVICE OCCUPATIONS; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS COURSE DESCRIPTION WAS DEVELOPED BY EDUCATORS FOR USE AT THE WORK OPPORTUNITY CENTER WHICH WAS ESTABLISHED TO TEACH HIGH SCHOOL DROPOUTS AND/OR HARD-CORE UNEMPLOYED YOUTH. THE ULTIMATE OBJECTIVES OF THIS COURSE ARE TO PREPARE STUDENTS FOR EMPLOYMENT IN DRY CLEANING OCCUPATIONS AND TO ASSIST THEM IN COMPLETING THEIR HIGH SCHOOL GRADUATION REQUIREMENTS. INSTRUCTION IN MARKING, INVOICING, AND CUSTOMER SERVICE IS ON AN INDIVIDUALIZED BASIS CONDUCTED IN AN INNOVATIVE ATMOSPHERE OF "LEARNING BY DOING." INCLUDED IN THIS COURSE DESCRIPTION ARE A PROGRAM EVALUATION, AN ANNOTATED BIBLIOGRAPHY, TEACHING TECHNIQUES AND MATERIALS, AND CASE STUDIES. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (JS)

VT 011 530 ED 041 172
BOYER, JEROME L.; ANDERSON, FLOYD L.
MARKETING AND MERCHANDISING, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.10 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 40P.

DESCRIPTORS - *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; COURSE DESCRIPTIONS; COURSE OBJECTIVES; EDUCATIONAL INNOVATION; *DROPOUT REHABILITATION; UNEMPLOYED; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; INDIVIDUALIZED INSTRUCTION; ANNOTATED BIBLIOGRAPHIES; *DISADVANTAGED YOUTH; OUT OF SCHOOL YOUTH; *MARKETING; DROPOUT PROGRAMS
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS COURSE DESCRIPTION WAS DEVELOPED BY EDUCATORS FOR USE AT THE WORK OPPORTUNITY CENTER WHICH WAS ESTABLISHED TO TEACH HIGH SCHOOL DROPOUTS AND/OR HARD-CORE UNEMPLOYED YOUTH. THE ULTIMATE OBJECTIVES OF THE MARKETING AND MERCHANDISING CURRICULUM ARE TO PREPARE STUDENTS FOR CAREERS IN DISTRIBUTION AND TO ASSIST THEM IN GRADUATING FROM HIGH SCHOOL. INSTRUCTION INCLUDES TOPICS ON RETAILING, THE SALES PROCESS, AND HUMAN RELATIONS ON AN INDIVIDUALIZED BASIS CONDUCTED IN AN INNOVATIVE ATMOSPHERE OF "LEARNING BY DOING." FEATURES OF THIS COURSE DESCRIPTION INCLUDE A PROGRAM EVALUATION, AN ANNOTATED BIBLIOGRAPHY, A SUMMARY OF TEACHING TECHNIQUES AND MATERIALS, AND CASE STUDIES. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE AND VT 006 714 (ARM SUMMER 1970). (JS)

VT 011 545
Goodwin, Allan
Guidelines for Developing Post-Secondary Distributive Education in New Jersey.

Mercer County Community Coll., Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903.
PUB DATE - Apr70 25p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAM GUIDES; *COMMUNITY COLLEGES; *SCHOOL ROLE; *PROGRAM PLANNING; TEACHER AIDES; TRANSFER PROGRAM; MANAGEMENT EDUCATION

ABSTRACT - Developed by an associate professor, this document suggests a series of postsecondary programs as guidelines for developing distributive education programs in community colleges. Curriculums and time schedules are suggested for the following: (1) Mid-Management Career Programs, (2) Transfer Programs, and (3) Teacher-Aide Programs. Suggestions are given for implementing the programs and sample specialized programs are appended. (JS)

VT 011 682
Wyoming Cooperative Occupational Education Workshop Material.

Wyoming State Dept. of Education, Cheyenne. Occupational Educational Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1Aug70 88p.

DESCRIPTORS - *MANUALS; BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *INSTRUCTOR COORDINATORS; *COOPERATIVE PROGRAMS; *TEACHER ROLE; STUDENT NEEDS; PROGRAM PLANNING

ABSTRACT - This manual was compiled through a special workshop and should be of interest to school administrators and teacher-coordinators involved with a cooperative education program. Specifically directed to the teacher-coordinator, this data includes information on: (1) types of cooperative programs, (2) duties and educational qualifications of a teacher-coordinator, (3) adult cooperative education, (4) importance of the local advisory committee, (5) student requirements, and (6) legal requirements of a cooperative education program. Also included are sample forms used by teacher-coordinators such as the monthly activity form, interview form, and the student application form. (JS)

VT 011 698
Krone, Paul R.
Starting and Managing a Retail Flower Shop. The Starting and Managing Series, Volume 18.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.15:18, $.55).
PUB DATE - 70 129p.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *DISTRIBUTIVE EDUCATION; *ORNAMENTAL HORTICULTURE; *FLORICULTURE; *BUSINESS SKILLS; MANAGEMENT; BUSINESS ADMINISTRATION; RETAILING; BIBLIOGRAPHIC CITATIONS; ADMINISTRATIVE PROBLEMS

ABSTRACT - Prepared to give a general idea of what is required to set up and manage a flower shop, this book, authored by a professor at Michigan State University, points out some of the problems and rewards that can be expected and where to get more detailed information. Topics are: (1) a look at the florist business, (2) locating the business, (3) deciding on a new or going business, (4) financing your business, (5) types of business ownership, (6) planning the shop, (7) equipment for a flower shop, (8) planning your refrigerators, (9) lighting the store, (10) buying for the flower shop, (11) care of flowers, (12) the personnel, (13) pointers on selling, (14) advertising and promotion, (15) pricing your merchandise, (16) financial management, (17) a greenhouse, (18) flowers by wire, and (19) where to get more information. Information listings include periodicals, wire services, associations, U.S. Government publications, and books on management and floral design. (GB)

VT 011 782
Johnson, Deanna, And Others
Detecting and Solving Human Relations Problems.

Kansas State Teachers Coll., Emporia.
Kansas State Board for Vocational Education, Topeka. Distributive Education Service.
DOCUMENT NOT AVAILABLE FROM EDRS.
Distributive Education, Kansas State Teachers College, 12th and Commercial, Emporia, Kansas 66801 ($4.00).
PUB DATE - OCT68 91p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SELF EVALUATION; *INDIVIDUALIZED INSTRUCTION; *HUMAN RELATIONS; PROBLEM SOLVING; *MANAGEMENT DEVELOPMENT; MANAGEMENT EDUCATION; *PROGRAMED TEXT; METHODOLOGY

ABSTRACT - Aimed at assisting the prospective marketing manager in solving human relations problems, this programed text was developed for use in a distributive education program. Major features of the text are that it is self-instructional, it is written on the 10th grade reading level, and it requires only 3-5 hours for completion. Use is also made of the block format, chapter exercises, and two case studies. Following an introductory chapter are chapters entitled: (1) Get the Facts, (2) Weigh and Decide, (3) Take Action, (4) Check Results, and (5) Building Good Human Relations. This material has been tested and evaluated by secondary and postsecondary students. (JS)

HEALTH OCCUPATIONS

EDUCATION

SECTION

VT 011 044
Blyth, John W.; Soltesz, S.E.
How to Train Hospital Employees. A Self-Instructional Programmed Course for Training Hospital Employees.

Argyle Publishing Corp., New York, N.Y.
United Hospital Fund, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003 ($4.50).
PUB DATE - 67 130p.

DESCRIPTORS - *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *HOSPITAL PERSONNEL; *SUPERVISORY TRAINING; ADULT VOCATIONAL EDUCATION

ABSTRACT - Prepared by the Editor-in-Chief of the Argyle Publishing Corporation's programed courses in collaboration with a project director of the Argyle programing staff, this programed text is designed to train hospital employees to prepare for training, identifying training needs, apply training principles, and maintain good performance. The format consists of statements of fact, followed by questions to be answered or statements to be completed, with the correct answer supplied on the following page. Contents include: (1) Why Good Training Matters, (2) How to Train, (3) Preparation for Training, and (4) Follow-up of Training. Information sheets and sample job breakdown forms are appended. (AW)

VT 011 208
Dental Assisting. A Suggested Course Outline.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
PUB DATE - 70 61p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *PARAMEDICAL OCCUPATIONS; GRADE 11; GRADE 12

ABSTRACT - Developed by a committee of vocational trade and industrial education personnel, this suggested curriculum guide is designed to aid instructors in organizing beginning dental assisting instructional programs for grades 11 and 12. Fifteen instructional units, each listing the manipulative, related technology, and reference material, include: (1) Orientation, (2) Ethics, (3) Dental Anatomy, (4) Dental and Laboratory Materials, (5) Microbiology and Sterilization, (6) Preventive Dentistry, (7) Operative-Chairside Assisting, (8) Specialties-Chairside Assisting, (9) Radiology, (10) Pharmacology, (11) Oral Pathology, (12) Diet and Nutrition, (13) First Aid and Dental Emergencies, (14) Human Relations, and (15) Office Practice. Teaching aids and sources, progress chart headings, necessary equipment and hand tools, and an extensive bibliography are also provided. (AW)

VT 011 214
Dental Assisting in Orthodontics; A Continuing Education Course.

American Dental Assistants Association, Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 37p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS

ABSTRACT - Designed for employed dental assisting personnel, this course is intended primarily to aid the assistant in orthodontics toward improved proficiency in chairside and office procedures, but also provides information about orthodontic procedures for the assistant employed in other specialities or general practice. Contents consist of five sections, including: (1) introduction, (2) assisting during examination, (3) assisting during treatment, (4) assisting during adjustment and completion appointments, and (5) office management and related responsibilities. A bibliography, sample examination, instructor's answer key, and suggestions for presenting the course are also given. The course requires a minimum of 16 hours, with eight 2-hour sessions recommended, and should be taught by a team of two or three orthodontists. A related document on orthodontic laboratory assisting is available as VT 011 232 (also in this issue). (AW)

VT 011 217
Continuing Education Course in Community Water Fluoridation. Instructor's Manual.

American Dental Assistants Association, Chicago, Ill. Committee on Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 23p.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *PARAMEDICAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *FLUORIDATION

ABSTRACT - For use with a related course outline available as VT 011 218 (also in this issue), this instructor's manual is designed to aid in preparing dental assistants to promote patient and community understanding of fluoridation. Contents include information on: (1) terminology, (2) types of fluoridation, (3) problem of tooth decay, (4) functions of fluorides, (5) history and effectiveness of fluoridation, (6) alternative ways of using fluorides, (7) explanation of the fluoridation process, (8) safety cost, and legality of fluoridation, (9) a study of the controversy over fluoridation, including arguments of proponents, and opponents, (10) educating the community concerning its need for fluoridation, and (11) the role of the dental assistant in promoting fluoridation. Suggestions for presenting the course, instructional aids and resources, and recommendd films are also provided. (AW)

VT 011 218
Continuing Education Course in Community Water Fluoridation.

American Dental Assistants Association, Chicago, Ill. Committee on Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 12p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *FLUORIDATION

ABSTRACT - This 12-hour course is designed to prepare dental assistants to effectively promote patient and community understanding of fluoridation. Topical outlines of six 2-hour lessons are given, covering: (1) types of fluoridation, (2) history and effectiveness of the process, (3) arguments of fluoridation's proponents and opponents, (4) scientific evaluation of the process, (5) safety, legality, and cost of the process, (6) plans for effectively educating the community concerning its need for fluoridation, and (7) the role of the dental assistant in educating the public to this need. Films recommended for use with the course are listed, with brief annotations and availabilities. The related instructor's manual is available as VT 011 217 (also in this issue). (AW)

VT 011 219
The Role of the Dental Assistant in Office Management.

American Dental Assistants Association, Chicago, Ill. Education Committee.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 62 15p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION; *OFFICE MANAGEMENT

ABSTRACT - The purpose of this course outline is to acquaint the dental assistant with her role and responsibilities in the business and management of the dental office. Contents of the 12-hour course include maintaining office policies, keeping records, handling appointments, encouraging good public relations, ordering supplies, and generally organizing and maintaining efficient business procedures. Films for use with the course are listed with availabilities and brief annotations. (AW)

VT 011 221
Chairside Assisting.

American Dental Assistants Association, Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 37p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION;

*PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION

ABSTRACT - Designed to improve the dental assistant's chairside service, this course prepares the learner to select correct dental instruments for a given procedure, deliver and receive instruments at the chairside, maintain a clear operating field, prepare and deliver dental materials, and dismiss the patient in accordance with established standards. Five sections are outlined, with sections one and two covering preclinical instruction, section three dealing with the organization of instruments and materials for multisurface amalgam restoration, section four covering patient preparation, and section five concerned with chairside assisting during treatment. Objectives, equipment needed, and notes for instructors are given for each section. An annotated listing of films recommended for use with the course is included. A minimum of 16 hours should be used in presenting the course, with eight 2-hour sessions recommended. (AW)

VT 011 224
Reference Books, Package Libraries, and Motion Pictures for Dental Assistants.

American Dental Assistants Association, Chicago, Ill. Education Committee.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *RESOURCE MATERIALS; *BIBLIOGRAPHIES; REFERENCE BOOKS; FILMS; CORRESPONDENCE COURSES

ABSTRACT - This resource pamphlet lists the following materials for dental assistants: (1) 135 reference books dated from 1947-1969, (2) 17 correspondence and continuing education courses, (3) 23 films, and (4) six package libraries, each composed of clippings and reprints on a particular subject. Instructions for renting or borrowing the materials are included. (SB)

VT 011 232
Laboratory Assisting in Orthodontics; A Continuing Education Course.

American Dental Assistants Association, Chicago, Ill. Education Committee.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jan69 31p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION

ABSTRACT - Designed for employed dental assisting personnel, this course is intended primarily to aid the assistant in orthodontics toward improved proficiency in laboratory procedures, but also provides assistants in general practice or other dental specialities with an awareness of the scope of orthodontic laboratory procedures. Contents consist of five sections, including: (1) Introduction to Laboratory Assisting in Orthodontics, (2) Study Model Construction, (3) Soldering Orthodontic Appliances, (4) Welding Orthodontic Appliances, and (5) Construction of Acrylic Portion of Retainers. A bibliography, sample examination, instructor's answer key, and suggestions for course presentation are also provided. A minimum of 16 hours should be allotted for covering the material, with eight 2-hour sessions recommended, and course instruction should be provided by a team of two or three orthodontists. The prerequisite course, "Dental Assisting in Orthodontics," is available as VT 011 214 (also in this issue). (AW)

VT 011 431 ED 041 152
KURITSKY, JOEL; GOLDSMITH, KATHERINE L.
A STUDY OF AN EMERGING OCCUPATION: THE GASTROENTEROLOGY ASSISTANT. INTERIM REPORT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.25 OEG-0-8-080627-4672(085) 08
BR-8-0627
PUB DATE - MAR70 43P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM DEVELOPMENT; *JOB DEVELOPMENT; *SUBPROFESSIONALS; *OCCUPATIONAL INFORMATION; EDUCATIONAL NEEDS; RESEARCH PROJECTS; EDUCATIONAL PROGRAMS; ON THE JOB TRAINING
IDENTIFIERS - *GASTROENTEROLOGY ASSISTANT; UNIVERSITY OF CALIFORNIA AT LOS ANGELES; UCLA; UCLA ALLIED HEALTH PROFESSIONS PROJECTS

ABSTRACT - TO DETERMINE THE NEED, DESIRABILITY, AND TRAINING REQUIREMENTS FOR A

GASTROENTEROLOGY ASSISTANT TRAINING PROGRAM, INTERVIEWS WITH GASTROENTEROLOGISTS, A SURVEY OF 15 HOSPITALS, AND OBSERVATIONS OF GASTROENTEROLOGY LABORATORIES WERE CONDUCTED. IN ADDITION, A QUESTIONNAIRE TO ASCERTAIN WHICH LABORATORY TESTS THE ASSISTANT WOULD PERFORM WAS ADMINISTERED TO 18 OF THE 27 PHYSICIANS SURVEYED. SOME FINDINGS AND RECOMMENDATIONS WERE: (1) THE NEED FOR A GASTROENTEROLOGY ASSISTANT WAS SUPPORTED, (2) A JOB DESCRIPTION HAS BEEN FORMULATED, (3) A SHORT ON-THE-JOB TRAINING PROGRAM, WITH A COMPREHENSIVE TRAINING MANUAL, WOULD BE APPROPRIATE IN MOST CASES, (4) THE SUGGESTED TRAINING PROGRAM COULD PROVIDE A MEANS OF UPGRADING EXISTING PERSONNEL SKILLS, AND (5) A SALARY RANGE OF $5,000 TO $7,000 WITH OPPORTUNITIES FOR ADVANCEMENT, WOULD BE ADEQUATE IN MANY CASES. ADDITIONAL BACKGROUND INFORMATION IS AVAILABLE AS ED 037 070 OR VT 010 603 (ARM FALL 1970) AND OTHER ALLIED HEALTH PROFESSIONS PROJECTS ARE VT 011 425-VT 011 432, IN THIS ISSUE. (SB)

VT 011 432 ED 041 153
KINGSTON, RICHARD D.
DENTAL AUXILIARY OCCUPATIONS. INTERIM REPORT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.20 OEG-0-8-080627-4672(085) 08
BR-8-0627
PUB DATE - APR70 42P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *DENTAL HYGIENISTS; *DENTAL TECHNICIANS; *CURRICULUM DEVELOPMENT; CORE CURRICULUM; EDUCATIONAL NEEDS; EDUCATIONAL PROGRAMS; TASK ANALYSIS; RESEARCH PROJECTS
IDENTIFIERS - UNIVERSITY OF CALIFORNIA AT LOS ANGELES; UCLA; UCLA ALLIED HEALTH PROFESSIONS PROJECTS

ABSTRACT - AS PART OF A DENTAL AUXILIARIES PROJECT, A DENTAL AUXILIARY NATIONAL TECHNICAL ADVISORY COMMITTEE WAS ESTABLISHED, AND ITS MAJOR UNDERTAKING WAS TO ASSIST IN THE DEVELOPMENT OF A FUNCTIONAL INVENTORY FOR EACH OF THE THREE DENTAL AUXILIARY OCCUPATIONS (DENTAL ASSISTING, DENTAL HYGIENE, AND DENTAL LABORATORY TECHNOLOGY). THE ANALYSIS CONSISTED OF SUBDIVIDING THE TASK LIST INTO FIVE CATEGORIES AND DEVELOPING A SURVEY INSTRUMENT TO ANSWER QUESTIONS ABOUT EACH TASK FUNCTION. CURRENTLY, 900 SURVEY INSTRUMENTS HAVE BEEN DISTRIBUTED NATIONALLY, AND THE RESULTS WILL BE SUMMARIZED IN A LATER REPORT. THE INSTRUCTIONAL FORMAT WHICH ALLOWS FOR INDIVIDUALIZED INSTRUCTION, CONSISTS OF 18 UNITS INTENDED TO ENCOMPASS SKILLS AND CONCEPTS REQUIRED FOR PERFORMANCE IN EACH DENTAL AUXILIARY FUNCTIONAL AREA. CORE AND SUB-CORE CURRICULUM POSSIBILITIES ARE BEING SELECTED. ADDITIONAL BACKGROUND MATERIAL IS AVAILABLE AS ED 037 070 (RIE JULY 1970) OR VT 010 603 (ARM FALL 1970), AND OTHER ALLIED HEALTH PROFESSIONALS PROJECTS ARE VT 011 425-VT 011 431 IN THIS ISSUE. (SB)

VT 011 455
Dental Assistant Training; Standard Course Outline.

Public Health Service (DHEW), Washington, D.C. Indian Health Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar70 51p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *DENTAL ASSISTANTS; *AMERICAN INDIANS; POST SECONDARY EDUCATION

ABSTRACT - This course outline is for use in a 10-month post-high school program designed to train dental assistants for service in the Indian Health Service (IHS). Contents include brief descriptive information on the program, followed by 10 instructional units covering: (1) Orientation, (2) Office Procedures, (3) Pre-Clinical Sciences, (4) Dental Materials, (5) Clinical Sciences, (6) Clinical Application, (7) Laboratory and Technical Application, (8) On-the-Job Training in Private Office, (9) Review of Dental Health Education, and (10) IHS Dental Program. Each unit is divided into subunits providing content, applications, references and visual aids, assigned readings, and demonstrations. Related documents are available as ED 030 744 or VT 008 791 (AIM Winter 1969), and VT 011 456 and VT 011 457 (both in this issue). (AW)

VT 011 456
Lathrop, Robert L.
Guidelines for a Dental Assisting Curriculum in the Indian Health Service, Volume 1.

Public Health Service (DHEW), Washington, D.C. Indian Health Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 248p.

DESCRIPTORS - *CURRICULUM GUIDES; *CURRICULUM DEVELOPMENT; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CURRICULUM PLANNING; POLICY FORMATION

ABSTRACT - As a record of a dental public health residency project completed between July 1967 and June 1968 at the Dental Health Center, Division of Public Health, U.S. Public Health Service, San Francisco, California, this guide is intended primarily to aid in formulating policy, developing instruction for dental assistant training programs in the Indian Health Service, and making administrative reports. Contents consist of four major sections, with the first dealing with determination of content for a dental assisting curriculum, the second concerning a method for development of the dental assisting curriculum, the third consisting of tables, and the fourth providing a detailed literature review, bibliography, questionnaires, performance requirements, and illustrations. Related documents are available as ED 030 744 or VT 008 791 (AIM Winter 1969) and VT 011 455 and VT 011 457 (both in this issue). (AW)

VT 011 457
Guidelines for a Dental Assisting Curriculum in the Indian Health Service. Performance Requirements of Dental Assistants, Volume II, Attachment F.

Public Health Service (DHEW), Washington, D.C. Indian Health Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 395p.

DESCRIPTORS - *CURRICULUM PLANNING; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *PERFORMANCE CRITERIA; *TASK PERFORMANCE; CURRICULUM GUIDES; GUIDELINES; PERFORMANCE; TASK ANALYSIS; EMPLOYMENT QUALIFICATIONS

ABSTRACT - For use by curriculum planners in Indian Health Service dental assistant training schools, this guide provides task description outlines for 91 duties identified as performance requirements of dental assistants. Outlines include task components, classification of learning tasks, and minimal knowledge required for performance of each task. Clinical duties covered include: (1) Sterilization, (2) Radiology, (3) Preappointment Preparation, (4) Chairside Activities, (5) Periodontics, (6) Endodontics, (7) Orthodontics, (8) Oral Surgery, (9) Crowns and Bridges, (10) Prosthesis, (11) Emergency Duties, and (12) Dentistry in Hospitals. Non-clinical duties covered deal with laboratory practice and equipment maintenance. Suggestions for use of the guide and definitions and explanation of terms are also provided. Related documents are available as ED 030 744 or VT 008 791 (AIM Winter 1969) and VT 011 455 and VT 011 456 (both in this issue). (AW)

VT 011 518 ED 041 160
STROUP, KATHERINE L.; ANDERSON, FLOYD L.
NURSES AIDE AND HOSPITAL ORDERLY, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.85 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 35P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *DROPOUT REHABILITATION; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *DISADVANTAGED YOUTH; UNEMPLOYED; OUT OF SCHOOL YOUTH; COURSE OBJECTIVES; ANNOTATED BIBLIOGRAPHIES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; CASE STUDIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM DEVELOPMENT SPECIALIST OF THE MINNESOTA WORK OPPORTUNITY CENTER, THIS COURSE IS DESIGNED TO TRAIN DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH FOR OCCUPATIONS AS AIDES OR ORDERLIES IN HOSPITALS AND NURSING HOMES. EACH STUDENT ENROLLED IN THE PROGRAM RECEIVES A PERSONAL ORIENTATION, AND AFTER DEMONSTRATING THE NECESSARY SKILLS AND SELF-CONFIDENCE, THEY RECEIVE PRACTICAL EXPERIENCE IN A HOSPITAL UNDER THE INSTRUCTOR'S SUPERVISION. A COOPERATIVE PROGRAM WITH THE UNIVERSITY OF MINNESOTA HOSPITALS HAS BEEN INITIATED WHEREBY STUDENTS RECEIVE THEORY AND BASIC SKILLS IN THE CLASSROOM AND WHEN THEY ARE READY TO DO PATIENT CARE, THEY ARE EMPLOYED ON A PART-TIME BASIS UNTIL COMPLETION OF THE COURSE. CONTENT IS BROKEN DOWN INTO SHORT INSTRUCTIONAL TOPICS IN ORIENTATION TO NURSING, BASIC NURSE'S AIDE PROCEDURES, AND FIRST AID. AN ANNOTATED BIBLIOGRAPHY IS INCLUDED, AND BRIEF DESCRIPTIONS OF THE CENTER'S INSTRUCTIONAL AREAS, A LISTING OF TEACHING TECHNIQUES AND MOTIVATION DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND A PREVIOUS SUMMARY REPORT IS AVAILABLE AS VT 006 714 (ARM SUMMER 1970). (SB)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 273
Aids to the Teacher, A Supplement to the Instructional Guide for Homemaking 1 and 2, B7-A7.

Los Angeles City Schools, Calif. Curriculum Branch.
MF AVAILABLE IN VT-ERIC SET.
Pub-No-SC-596
PUB DATE - 63 110p.

DESCRIPTORS - *TEACHING GUIDES; *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; JUNIOR HIGH SCHOOLS; GRADE 7; *INSTRUCTIONAL MATERIALS

ABSTRACT - A supplement to VT 000 274 (also in this issue), this guide provides suggested materials for use in conducting seventh grade home economics courses. Contents cover 10 broad areas, including: (1) Homemaking Curriculum, (2) Adjustment of the Curriculum to Pupil Needs and Abilities, (3) Semester Planning, (4) Lesson Planning: Suggestions and Examples, (5) Evaluation of Pupil Progress, (6) Safety Requirements, (7) Room Atmosphere, (8) Classroom Management, (9) Information Simplified for Class Use, and (10) Instructional Materials. Each division contains appropriate charts, tables, and sample materials, useful either as they are, or as guides for the teacher in developing her own. The section on instructional materials provides suggested study procedures, a list of audiovisual materials, and a bibliography. (AW)

VT 000 274
An Instructional Guide, Homemaking 1 and 2, Junior High School, B7-A7.

Los Angeles City Schools, Calif. Div. of Instructional Services.
MF AVAILABLE IN VT-ERIC SET.
Pub-No-SC-596
PUB DATE - 63 128p.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; JUNIOR HIGH SCHOOLS; GRADE 7

ABSTRACT - Exploratory courses in homemaking for the seventh grade are planned to help students discover their interests and capabilities in general homemaking and to broaden their understanding of family living. Content is planned to meet needs of the students and to provide opportunities for enriched separate units. Homemaking 1 includes: (1) Becoming Acquainted with Homemaking Education, (2) Learning to Work in the Foods Class, (3) Practicing Rules of Health and Nutrition, (4) Helping Plan, Prepare, and Serve Nutritious Meals, and (5) Sharing in Family Living. Homemaking 2 offers: (1) Looking My Best as I Grow Up, (2) Preparing to Sew, (3) Constructing Garments by Machine, (4) Living and Learning with the Family, and (5) Continuing Interest in Homemaking. Preceding the course outline is a 4-page list of the contributions of homemaking education to the seven major goals of the curriculum, and specific suggestions for using the guide. Each unit includes an introduction, problems in basc learnings, suggested learning experiences, and evaluation methods. A supplement is VT 000 273 (also in this issue). (MS)

VT 002 805
Erickson, Marion J.
A Program to Prepare High School Students for Employment as Preschool and Kindergarten Aides. Trainee's Text.

Ypsilanti Public Schools, Mich.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 102p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CHILD CARE WORKERS; STUDY GUIDES; *UNITS OF STUDY (SUBJECT FIELDS); EMPLOYMENT OPPORTUNITIES; SECONDARY GRADES

ABSTRACT - Developed for use in conjunction with a program to prepare high school students for employment as preschool and kindergarten aides, this trainee's text contains information for these units: (1) Vocational Orientation, (2) Understanding Child Behavior and Discipline, (3) Methods of Helping Children, (4) Developing Communication Skills, (5) Developing Cognitive Skills, and (6) The Use of Dramatic Play in Preschool and Kindergarten. Charts, forms, and suggested information augment the text. Selected activities from the Peabody Language Development Kit are appended. (SB)

VT 009 905
When Teenagers Take Care of Children. A Guide for Baby Sitters.

Public Health Service (DHEW), Washington, D.C.
National Center for Urban and Industrial Health Injury Control Program.
Social and Rehabilitation Service (DHEW), Washington, D.C. Children's Bureau.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS14.111:409, $.25).
PUB DATE - 69 66p.

DESCRIPTORS - *CHILD CARE; *GUIDELINES; HOME ECONOMICS EDUCATION; *TEENAGERS; FIRST AID; *SUPPLEMENTARY TEXTBOOKS

ABSTRACT - This guide is intended for the assistance of teenagers in their current activities as baby sitters and in their future roles as parents. A general introductory section is followed by discussions of the following topics: (1) getting along with parents, (2) getting along with children, (3) safety, (4) play, (5) feeding, (6) diapering, (7) bedtime, (8) common problems in caring for children, and (9) first aid. (JK)

VT 010 777
How to Select Major Home Appliances. Hidden Values Series.

Sears, Roebuck, and Co., Skokie, Ill. Consumer Information Services.
DOCUMENT NOT AVAILABLE FROM EDRS.
Association Films Inc., Agents for Sears Consumer Information Services, 561 Hillgrove Avenue, LaGrange, Illinois 60525 ($2.50 per set of 50).
PUB DATE - 70 27p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE MATERIALS; CONSUMER EDUCATION; HOME FURNISHINGS; *ELECTRICAL APPLIANCES

ABSTRACT - This resource material, developed by Sears Consumer Information Services, provides guidelines for buying these major home appliances: (1) refrigerators, (2) freezers, (3) ranges, (4) washers, (5) dryers, and (6) dishwashers. Each appliance section contains information on the appliance, questions to ask before shopping, and a check list to use when shopping. (SB)

VT 010 808
Lunn, Alice, And Others
How to Teach Sewing Machine Use and Care.

Federal Extension Service (DOA), Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
PA-701
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.68:701, $.40).
PUB DATE - Jan66 52p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE MATERIALS; *SEWING INSTRUCTION; *EQUIPMENT MAINTENANCE

ABSTRACT - This resource material, developed by a committee of home economists of the Federal Extension Service, is for teacher use in teaching sewing machine use and care. The 14 lessons are given step by step, with line drawings illustrating each activity. Information is also included on sewing machine needles, things to check when a machine does not sew, and threading charts for different sewing machines. (SB)

VT 011 225
Home Furnishings Services Training Guide; A Tentative Edition.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, New York State Education Department, Education Building, Albany, New York 12224.
PUB DATE - 70 84p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *HOME FURNISHINGS; JOB SKILLS; EMPLOYMENT OPPORTUNITIES; *SERVICE OCCUPATIONS

ABSTRACT - Developed by State supervisory staff and home economics teachers, this guide is for a 2-year training program (900 hours) in home furnishings services occupations. Section I provides procedures to follow in implementing the program and an explanation

of terms used in the bulletin, while Section II contains a brief description of the course of study and guides for adapting it to local and area situations. Section III outlines the course of study in two parts, Orientation to the World of Work, and Development of Competence for Workers in Home Furnishings Services Occupations. Subject matter is outlined and learning experiences are suggested for job skills in the job clusters of interior design, care, restoration, and construction of furnishings. A list of resources as well as coded titles in home furnishings services occupations is included. (SB)

VT 011 353
Homemaking Enrichment Experiences in the Elementary School, Grade Five and Grade Six. Curriculum Bulletin No. 139.

Kansas City Public Schools, Mo.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun63 52p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *ELEMENTARY SCHOOL CURRICULUM; GRADE 5; GRADE 6; *TEACHING GUIDES; NUTRITION INSTRUCTION; SOCIAL STUDIES; SCIENCE EDUCATION; ARITHMETIC

ABSTRACT - Developed by a curriculum committee, this teaching guide contains homemaking experiences for fifth and sixth grades. Problems, understanding, skills, and learning experiences are listed for these units: (1) Nutrition and Health for Daily Living, (2) Homemaking and the Social Studies, (3) Science Through Homemaking Experiences, and (4) Homemaking Enrichment for Arithmetic. A section devoted to teaching aids, which includes general information on electricity and making soap, sources of free and inexpensive materials, films and filmstrips, and selected references, is provided. (SB)

VT 011 354
Homemaking, Book Two for Upper Elementary Grades.

Kansas City Public Schools, Mo.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun64 85p.

DESCRIPTORS - *HOMEMAKING EDUCATION; SUPPLEMENTARY TEXTBOOKS; *ELEMENTARY SCHOOL CURRICULUM; GRADE 7; *HOMEMAKING SKILLS; *INSTRUCTIONAL MATERIALS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Prepared by a curriculum committee, this textbook is for use in a seventh grade homemaking class for boys and girls, which is outlined in VT 011 352. Chapters are: (1) Putting Your Best Foot Forward, (2) Clothes for You, (3) Observing Special Days, (4) Helping Younger Children, (5) Time for Eating, and (6) Recipes. Textual material includes explanatory information, charts, illustrations, and photographs. Book One is available as VT 011 355 (also in this issue). (SB)

VT 011 355
Homemaking, Book One for Upper Elementary Grades.

Kansas City Public Schools, Mo.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun66 95p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *ELEMENTARY SCHOOL CURRICULUM; *GRADE 6; *INSTRUCTIONAL MATERIALS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Prepared by a curriculum committee, this textbook is for use in a sixth grade homemaking class for boys and girls, which is outlined in VT 011 352. Chapters are: (1) Team Work in the Home, (2) Special Occasions in Our Lives, (3) It's Your Home Too, (4) So You Can Sew, (5) Make Mine Food, and (6) Recipes. The text is composed of explanatory information, charts, illustrations, and photographs. Book Two is available as VT 011 354 (also in this issue). (SB)

VT 011 464
Foods. Better Buymanship.

Scholastic Magazines, Inc., New York, N.Y. Junior-Senior High School Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
RC-30
Scholastic Book Services, A Division of Scholastic Magazines, Inc., Jefferson City, Missouri 65101 ($.50).

PUB DATE - 69 64p.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *INSTRUCTIONAL MATERIALS; *HOMEMAKING EDUCATION; *FOODS INSTRUCTION; *CONSUMER SCIENCE; STUDY GUIDES; CONSUMER EDUCATION; NUTRITION INSTRUCTION; SECONDARY GRADES

ABSTRACT - One of a series of booklets developed by the editors of Co-Ed Magazine for junior and senior high school students, this booklet contains information on spending the food dollar wisely, selecting nutritious foods, and correctly storing food to insure retention of nutritive value. Chapters are: (1) "Super" Super-Marketing, (2) Clues to Canned Foods, (3) Frozen Assets, (4) A Convenience Collection, (5) Mixes on the Menu and Dried Foods Too, (6) Facts About Fats and Oils, (7) Meaty Matters, (8) Pointers on Poultry, (9) For a Fine Kettle of Fish, (10) Dairy Department: Eggs and Cheese, (11) Dairy Department: Milk and Cream, (12) Picking Fruits and Vegetables, (13) The Cereal Bowl and the Bread Basket, (14) The Pasta-Flour-Rice Story, and (15) A Dash of Spice: Notes on Nuts. Other booklets are available as VT 011 465-VT 011 467 (also in this issue). (SB)

VT 011 465
Home Furnishings. Better Buymanship.

Scholastic Magazines, Inc., New York, N.Y. Junior-Senior High School Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
RC-32
Scholastic Book Services, A Division of Scholastic Magazines, Inc., Jefferson City, Missouri 65101 ($.50).
PUB DATE - 69 65p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER SCIENCE; *SUPPLEMENTARY TEXTBOOKS; *INSTRUCTIONAL MATERIALS; *HOME FURNISHINGS; STUDY GUIDES; SECONDARY GRADES; ELECTRICAL APPLIANCES; FURNITURE

ABSTRACT - One of a series of booklets developed by the editors of Co-Ed Magazine for junior and senior high school students, this booklet contains guidelines for wise selection of home furnishings. Chapters are: (1) Furniture for You, (2) Lights Up on Lamps and Pictures, (3) The Best in Beds and Bedding, (4) Floor Coverings: Accent on Rugs, (5) Wall Coverings: Paper to Paint to Plastic, (6) New Views on Windows, (7) Sheets and Towels, (8) Your China, Glass, and Silver, (9) Major Appliances, (10) Appliances, Small to Middling, and (11) Cookware and Cutlery. Other booklets are available as VT 011 464, VT 011 465 and VT 011 467 (also in this issue). (SB)

VT 011 466
Clothing. Better Buymanship.

Scholastic Magazines, Inc., New York, N.Y. Junior-Senior High School Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
RC-31
Scholastic Book Services, A Division of Scholastic Magazines, Inc., Jefferson City, Missouri 65101 ($.50).
PUB DATE - 69 65p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *INSTRUCTIONAL MATERIALS; *CONSUMER SCIENCE; *CLOTHING INSTRUCTION; CONSUMER EDUCATION; STUDY GUIDES; SECONDARY GRADES

ABSTRACT - Developed as one of a series of booklets by the editors of Co-Ed Magazine for junior and senior high school students, this booklet contains information on spending the clothing dollar wisely. Chapters are: (1) Your Dress-up Dollars, (2) Sizing Up the Situation, (3) With Needle and Thread, (4) The Value of Labels, (5) Secrets of Successful Shopping, (6) Notes on Coats, (7) Fur is Flying, (8) For a Rainy Day, (9) The Tailored Look, (10) The ABC's of Sweater Buying, (11) Suiting the Swimmer, (12) Shopping for Figure-Shapers, (13) Accent on Legs, (14) Footnotes on Footwear, and (15) A Precious Purchase: Fine Jewelry. Other booklets are available as VT 011 464, VT 011 465, and VT 011 467 (also in this issue). (SB)

VT 011 467
Dollar Sense. Better Buymanship.

Scholastic Magazines, Inc., New York, N.Y. Junior-Senior High School Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
RC-33
Scholastic Book Services, A Division of Scholastic Magazines, Inc., Jefferson City,

Missouri 65101 ($.50).
PUB DATE - 69 65p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *INSTRUCTIONAL MATERIALS; *CONSUMER EDUCATION; *MONEY MANAGEMENT; BUDGETING; CREDIT (FINANCE); BANKING; SECONDARY GRADES

ABSTRACT - Developed as one of a series of booklets by the editors of Co-Ed Magazine for junior and senior high school students, this booklet contains information on saving and wisely spending money. Chapters are: (1) Put Your Savings to Work, (2) Check on Checking Accounts, (3) How to Live on a Budget, (4) Twenty-Five Ways to Save Money, (5) How to Have a Charge Account, (6) Buying the Installment Way, (7) Bargains: Real and Fake, (8) Insurance Tips, (9) Tax Facts, and (10) Paying the Way to College. Other booklets are available as VT 011 464-VT 011 466 (also in this issue). (SB)

VT 011 503
Streeter, Wayne
House Planning.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 16p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *INTERIOR DESIGN; *UNITS OF STUDY (SUBJECT FIELDS); RESOURCE UNITS; SPATIAL RELATIONSHIP; SPACE UTILIZATION; DESIGN NEEDS; JUNIOR COLLEGES
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - Developed by an instructor for student use in the Modesto Junior College Feeder Schools, this unit is designed to develop the ability to plan a house within the uniform building code framework and current design practices. The unit contains a flow chart illustrating progression through the unit, an explanation of the grading system, a pretest, bibliography, and five exercises. Each exercise is composed of an objective, required activities which are keyed to the bibliography, optional activities, and completion steps. A teacher-test concludes the unit. (SB)

VT 011 513
Tillotson, Mary
Creative Stitchery.

Broward County Board of Public Instruction, Fort Lauderdale, Fla.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 33p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *SEWING INSTRUCTION; *ART; BEHAVIORAL OBJECTIVES; SECONDARY GRADES; PROGRAMED INSTRUCTION; RESOURCE UNITS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - Developed by an art instructor, this unit is designed to help students identify and construct some of the basic stitches used in stitchery. The unit contains behavioral objectives, a pretest and final test, and exercises on six basic stitches. Using a programed approach, each exercise contains several illustrated questions and instructions for constructing the basic stitch. (SB)

VT 011 522 ED 041 164
WHITE, THOMAS C.; ANDERSON, FLOYD L.
FOOD PREPARATION AND SERVICE, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.95 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 37P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE OCCUPATIONS; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *DROPOUT REHABILITATION; *DISADVANTAGED YOUTH; UNEMPLOYED; OUT OF SCHOOL YOUTH; ANNOTATED BIBLIOGRAPHIES; FOODS INSTRUCTION; WORK ATTITUDES; COURSE OBJECTIVES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; CASE STUDIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM DEVELOPMENT SPECIALIST OF THE MINNESOTA WORK OPPORTUNITY CENTER, THIS COURSE IS DESIGNED TO HELP DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH DEVELOP KNOWLEDGE AND SKILLS NEEDED FOR FOOD SERVICE OCCUPATIONS. ORIGINALLY, STUDENTS WERE ALLOWED TO ENTER TRAINING AT ANY TIME AND FOR ANY BLOCK OF TIME, BUT THIS RESULTED IN TOO MANY PART-TIME STUDENTS. A NEW PROGRAM WAS DEVELOPED FOR FULL-TIME STUDENTS WHICH INCLUDES CLASSROOM INSTRUCTION AND KITCHEN EXPERIENCES. IN THE KITCHEN, THE STUDENT BEGINS AT THE ENTRY LEVEL AND GRADUALLY PROGRESSES THROUGH A SERIES OF TASKS UNTIL HE BECOMES THE SUPERVISOR FOR A WEEK. AT THE END OF THE PROGRAM, STUDENTS ARE QUALIFIED FOR THE POSITION OF SALAD WORKER, SHORT ORDER COOK, COOK'S HELPER, KITCHEN WORKER, BAKER'S HELPER, AND WAITRESS OR WAITER. INSTRUCTIONAL TOPICS ARE SOUPS AND SAUCES, VEGETABLES, MEATS, SALADS, DESSERTS AND BAKERY ITEMS, AND BUFFET AND CUSTOMER SERVICE. AN ANNOTATED BIBLIOGRAPHY IS INCLUDED, AND BRIEF DESCRIPTIONS OF THE CENTER'S INSTRUCTIONAL AREAS, A LISTING OF TEACHING TECHNIQUES AND MOTIVATION DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND A PREVIOUS SUMMARY REPORT IS AVAILABLE AS VT 006 714 (ARM SUMMER 1970). (SB)

VT 011 526 ED 041 168
SHELSO, BESSIE; ANDERSON, FLOYD L.
HOMEMAKING (CLOTHING AND INTERIOR DECORATING), COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.45 OEG-3-6-000383-0848 08
BR-5-0187

PUB DATE - 69 47P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *DROPOUT REHABILITATION; *UNEMPLOYED; *DISADVANTAGED YOUTH; OUT OF SCHOOL YOUTH; COURSE OBJECTIVES; ANNOTATED BIBLIOGRAPHIES; CLOTHING INSTRUCTION; INTERIOR DESIGN; MANAGEMENT; EMPLOYMENT OPPORTUNITIES; MOTIVATION TECHNIQUES; CASE STUDIES; TEACHING TECHNIQUES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM DEVELOPMENT SPECIALIST OF THE MINNESOTA WORK OPPORTUNITY CENTER, THIS COURSE IS DESIGNED TO AID THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH DEVELOP SKILLS IN CLOTHING AND INTERIOR DECORATING. THE APPROACH FOCUSES ON THE INDIVIDUAL AND THE GOALS HE DESIRES TO ACCOMPLISH. DURING THE FIRST INTERVIEW, THE INSTRUCTOR ATTEMPTS TO DETERMINE THE STUDENT'S CONCERNS, MOTIVES, AND FEELINGS SO THAT A PROGRAM CAN BE PLANNED AROUND THESE FACTORS. TO PROVIDE POSITIVE REINFORCEMENT AND MINIMIZE FRUSTRATION, CONTENT IS BROKEN DOWN INTO SMALL INSTRUCTIONAL UNITS IN THE AREAS OF MANAGEMENT, INTERIOR DECORATING, WARDROBE PLANNING, CLOTHING CONSTRUCTION, FABRIC CARE, AND JOB OPPORTUNITIES. AN ANNOTATED BIBLIOGRAPHY OF BOOKS, PAMPHLETS, AND AUDIOVISUAL AIDS IS INCLUDED, AND BRIEF DESCRIPTIONS OF THE CENTER'S INSTRUCTIONAL AREAS, A LISTING OF TEACHING TECHNIQUES AND MOTIVATIONAL DEVICES, AND TWO CASE STUDIES ARE APPENDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND A PREVIOUS SUMMARY REPORT IS AVAILABLE AS VT 006 714 (ARM SUMMER 1970). (SB)

VT 011 533 ED 041 175
SILVERSTEIN, IDEBELLE G.; ANDERSON, FLOYD L.
HOMEMAKING (PERSONAL IMPROVEMENT AND FOODS), COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.15 OEG-3-6-000383-0848 08
BR-5-0187

PUB DATE - 69 41P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *DROPOUT REHABILITATION; COURSE DESCRIPTIONS; *UNEMPLOYED; *OUT OF SCHOOL YOUTH; COURSE OBJECTIVES; ANNOTATED BIBLIOGRAPHIES; INDIVIDUAL INSTRUCTION; HYGIENE; HOME MANAGEMENT; FOODS INSTRUCTION; CHILD CARE; CASE STUDIES; MOTIVATION TECHNIQUES; TEACHING TECHNIQUES; *CURRICULUM GUIDES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; ESEA TITLE III; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM DEVELOPMENT SPECIALIST OF THE MINNESOTA WORK OPPORTUNITY CENTER, THIS DOCUMENT DESCRIBES A COURSE DESIGNED TO AID THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH DEVELOP SKILLS IN PERSONAL IMPROVEMENT AND FOODS. THE APPROACH FOCUSES ON THE INDIVIDUAL AND WHAT HE WISHES TO ACCOMPLISH. STUDENTS WHO DESIRE TO TAKE THE COURSE COMPLETE AN INFORMATION FORM WHICH IS THEN USED TO OUTLINE A COURSE OF STUDY BASED ON THE STATED GOALS. THE COURSE IS FLEXIBLE, AND

CONTENT IS BROKEN DOWN INTO SMALL INSTRUCTIONAL UNITS IN ORDER TO PROVIDE CONTINUING POSITIVE REINFORCEMENT AND TO MINIMIZE FRUSTRATION. IN ADDITION TO THE INFORMATION FORM, EACH STUDENT COMPLETES AN ACCOMPLISHMENT FORM AT THE END OF EACH UNIT, AND BOTH FORMS ARE FILED IN HIS FOLDER WHERE THEY ARE ACCESSIBLE TO BOTH THE STUDENT AND INSTRUCTOR. INSTRUCTIONAL TOPICS AND AN ANNOTATED BIBLIOGRAPHY ARE INCLUDED FOR THE AREAS OF PERSONAL IMPROVEMENT, FOODS, HOME MANAGEMENT, AND CHILD CARE. BRIEF DESCRIPTIONS OF THE CENTER'S INSTRUCTIONAL AREAS, A LISTING OF TECHNIQUES AND MOTIVATIONAL DEVICES, AND TWO CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND A PREVIOUS SUMMARY REPORT IS AVAILABLE AS VT 006 714 (ARM SUMMER 1970). (SB)

VT 011 584 ED 042 051
CHILD CARE AND GUIDANCE; A SUGGESTED POST HIGH SCHOOL CURRICULUM.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.25 HC NOT AVAILABLE FROM EDRS.
OE-87021-A
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS5.287:87021-A, $.55).
PUB DATE - JUN70 55P.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *CHILD CARE WORKERS; *CHILD CARE OCCUPATIONS; POST SECONDARY EDUCATION; *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM PLANNING; STUDENT EVALUATION

ABSTRACT - THIS POST-HIGH SCHOOL CURRICULUM GUIDE WAS PREPARED TO ASSIST JUNIOR AND COMMUNITY COLLEGES, VOCATIONAL SCHOOLS, AND AREA SCHOOLS IN INITIATING PROGRAMS IN CHILD CARE AND GUIDANCE. THE GUIDE WILL BE HELPFUL IN PLANNING BOTH 1- AND 2-YEAR PROGRAMS AIMED AT RECENT HIGH SCHOOL GRADUATES AND YOUNG ADULTS. GRADUATES OF THESE CHILD CARE PROGRAMS WILL BE READY TO WORK IN DAY CARE CENTERS, NURSERY SCHOOLS, KINDERGARTENS, AND CHILD DEVELOPMENT CENTERS. A GLOSSARY, A BIBLIOGRAPHY OF BOOKS AND FILMS, SUGGESTED COURSE OUTLINES, AND A LIST OF NEEDED EQUIPMENT ACCOMPANY THE MANY SECTIONS WHICH INCLUDE (1) PROGRAM OBJECTIVES, (2) ADVISORY COMMITTEE, (3) STAFF NEEDS, (4) STUDENT RECRUITMENT, (5) CURRICULUM, (6) EVALUATION OF STUDENT PROGRESS, (7) ESTABLISHING A LABORATORY NURSERY SCHOOL, AND (8) FOLLOW-UP ACTIVITIES. AN EARLIER EDITION OF THIS GUIDE IS AVAILABLE AS ED 017 715. (JS)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 004 343
Industrial Arts Metalworking, Secondary Schools First Year. Curriculum Bulletin, 1966-67 Series No. 7.

New York City Board of Education, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 ($5.00).
PUB DATE - 67 201p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; *METALS; SECONDARY SCHOOLS; CLASSROOM TECHNIQUES; *COURSE CONTENT; INSTRUCTIONAL MATERIALS

ABSTRACT - After examining the metal industry in New York and investigating current practices in industrial arts, a curriculum committee developed this guide for teacher use in planning a first-year course in metalworking. Suggestions are given for class organization, student guidance, the project method of teaching and testing. Separate sections, each offering project ideas, sample lesson plan, sample related lesson plan, sample test, and list of related materials, cover: (1) Bench Metal, (2) Machine Metal, (3) Sheet Metal, (4) Art Metal and Jewelry, (5) Cast Metal, and (6) Wrought Metal. The activities, demonstrations, and related information for each of the sections are listed separately in the chapter on course content. Detailed information is given for conducting a unit on mass production. A bibliography is included. (DM)

VT 005 963
Plastic Projects. First Semester, Industrial Arts.

Denver Public Schools, Colo.
DOCUMENT NOT AVAILABLE FROM EDRS.
Denver Public Schools, 414 Fourteenth Street, Denver, Colorado 80202 ($1.50).
PUB DATE - 64 78p.

DESCRIPTORS - *INDUSTRIAL ARTS; *PLASTICS; *STUDENT PROJECTS; INSTRUCTIONAL AIDS; TEACHING PROCEDURES; *INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by an industrial arts crafts committee of public school teachers, this project book is for student use in constructing more than 35 projects in a first semester plastics course. The work plans for each of the illustrated projects include a description of processes, suggested materials, and recommended tools and equipment. A related document is available as VT 005 964 (also in this issue). (GR)

VT 005 964
Intermediate Plastic Projects, Industrial Arts.

Denver Public Schools, Colo. Dept. of General Curriculum Services.
DOCUMENT NOT AVAILABLE FROM EDRS.
Denver Public Schools, 414 Fourteenth Street, Denver, Colorado 80202 ($1.00).
PUB DATE - 65 51p.

DESCRIPTORS - *INDUSTRIAL ARTS; *PLASTICS; *STUDENT PROJECTS; INSTRUCTIONAL AIDS; TEACHING PROCEDURES; *INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by an industrial arts crafts committee of public school teachers, this intermediate plastic projects book for student use provides work plans for constructing 20 plastics projects. Contents include a description of processes, suggested materials, recommended tools and equipment, and study references for each of the illustrated projects. A related document is available as VT 005 963 (also in this issue). (GR)

VT 006 155 ED 041 099
LARSEN, DELMAR L.; NELSON, HERBERT L.
ELEMENTARY SCHOOL INDUSTRIAL ARTS--SELECTED READINGS AND RESOURCES.

EASTERN MICHIGAN UNIV., YPSILANTI. DEPT. OF INDUSTRIAL EDUCATION.
EDRS PRICE MF-$0.75 HC-$9.95
PUB DATE - 68 197P.

DESCRIPTORS - *TEXTBOOKS; *INDUSTRIAL ARTS; ELEMENTARY GRADES; *TEACHER EDUCATION; BIBLIOGRAPHIES; *RESOURCE MATERIALS

ABSTRACT - IN AN ATTEMPT TO DRAW TOGETHER SIGNIFICANT MATERIALS ON ELEMENTARY SCHOOL INDUSTRIAL ARTS, 26 JOURNAL ARTICLES, ADDRESSES, CHAPTERS OF BOOKS AND INSTRUCTIONAL MATERIALS, DATED FROM 1923 TO 1967, ARE REPRINTED IN SECTION I "PHILOSOPHY, OBJECTIVES, CURRICULUM, AND METHODOLOGY" AND SECTION II "IMPLEMENTATION OF INDUSTRIAL ARTS IN ELEMENTARY SCHOOL." SECTION III "SELECTED RESOURCES FOR ELEMENTARY SCHOOL INDUSTRIAL ARTS" INCLUDES RESOURCES DESCRIBING EDUCATIONAL EXHIBITS, CONSTRUCTION, AND TEACHING UNITS. ADDITIONAL REFERENCES ARE LISTED COVERING CURRICULUM, UNITS OF INSTRUCTION, ACTIVITIES, AND MATERIALS. (DM)

VT 008 184 ED 033 193
WOLANSKY, WILLIAM D.; COCHRAN, LESLIE H.
COURSE OUTLINE AND RESOURCE MATERIALS FOR FLUID POWER INSTRUCTION IN SECONDARY SCHOOLS, PREPARED AT THE NDEA SUMMER INSTITUTE(DETROIT, JUNE 24-AUGUST 2, 1968).

WAYNE STATE UNIV., DETROIT, MICH. DEPT. OF INDUSTRIAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.25 HC-$1.95
PUB DATE - 68 37P.

DESCRIPTORS - *FLUID POWER EDUCATION; INDUSTRIAL ARTS; *COURSE CONTENT; SCHOOL SHOPS; SUMMER INSTITUTES; INSTRUCTIONAL MATERIALS; *INSTRUCTIONAL AIDS; *TEACHER DEVELOPED MATERIALS
IDENTIFIERS - NATIONAL DEFENSE EDUCATION ACT TITLE XI INSTITUTE; NDEA TITLE XI INSTITUTE

ABSTRACT - THIS COURSE OUTLINE WAS DEVELOPED BY INDUSTRIAL ARTS TEACHERS DURING THE 1968 NATIONAL DEFENSE EDUCATION ACT SUMMER INSTITUTE. IT IS INTENDED FOR THE SPECIFIC USE OF TEACHERS INVOLVED IN FLUID POWER COURSES. A TOPICAL OUTLINE COVERS TERMINOLOGY, EQUIPMENT, PROCEDURES, AND SAFETY TECHNIQUES. OTHER SECTIONS INCLUDE A BOOK LIST, A BOOK EVALUATION FORM, AN AUDIOVISUAL MATERIALS LIST, AND FLOOR PLANS FOR SCHOOL LABORATORIES. THE APPENDIX INCLUDES A PARTICIPANT LIST. THE FINAL REPORT OF THE INSTITUTE IS AVAILABLE AS VT 008 185 (ARM FALL 1970). (EM)

VT 010 301
Safe Use of Hand and Portable Power Tools; Safety in Industry, Instructor Outline.
Bureau of Labor Standards (DOL), Washington, D.C. Office of Occupational Safety.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 293
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:293, $.35).
PUB DATE - 69 26p.

DESCRIPTORS - *TEACHING GUIDES; *INDUSTRIAL ARTS; *SAFETY EDUCATION; *INDUSTRIAL EDUCATION; *CHARTS; INDUSTRY; SAFETY; COURSE CONTENT

ABSTRACT - Intended as a guide in teaching safety in industry, this instructor outline was developed by staff of the Office of Occupational Safety of the Bureau of Labor Standards. While the guide includes charts and teaching tips, additional information, material, and illustrations should be included for a complete presentation suitable to the conditions, locality, industry, or occupational group. Classes should meet once or twice a week in two 50-minute periods for 22 weeks, and be attended by 15 to 20 participants. (GB)

VT 010 605
Metalwork 1-2.

Milwaukee Public Schools, Wis. Div. of Curriculum and Instruction. Industrial Arts Guide.
MF AVAILABLE IN VT-ERIC SET.
Milwaukee Board of Directors, Curriculum Library, 5225 West Vliet Street, P.O. Drawer 10 K, Milwaukee, Wisconsin 53201 ($6.00).
PUB DATE - 64 73p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; *METALS; GRADE 7; MALES; COURSE OBJECTIVES; COURSE CONTENT; COURSE DESCRIPTIONS; DIAGNOSTIC TESTS; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS

ABSTRACT - Developed by a curriculum committee of industrial arts teachers, this curriculum guide is for teacher use in planning a 2-semester industrial arts course for junior high school boys studying metalworking. Contents include: (1) Industrial Arts Program Objectives, (2) Course Description, (3) Course Outline, (4) Job Opportunities,

and (5) Description of Apprenticeship Program in Wisconsin. The instructor will find basic skills, and understandings, and suggested instructional aids and projects listed in the course outline. Appended are: a diagnostic test, typical job-planning sheet, instruction sheet, instruction chart, suggested safety tests for each machine, safe practice form, test on related mathematics, several unit tests, vocabulary list, bibliography of reference texts, and an annotated listing of instructional aids with their respective sources. (GR)

VT 010 613
Huley, Milan; Jacobson, John
Fundamentals of Electricity and Electronics. Industrial Arts Guide.

Milwaukee Public Schools, Wis. Div. of Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 98p.

DESCRIPTORS - *CURRICULUM GUIDES; *ELECTRICITY; *ELECTRONICS; *INDUSTRIAL ARTS; GRADE 8; COURSE OBJECTIVES; COURSE DESCRIPTIONS; COURSE CONTENT; LABORATORY EXPERIMENTS; BIBLIOGRAPHIES; FILMS; FILMSTRIPS; INSTRUCTIONAL AIDS

ABSTRACT - Incorporating suggestions from industrial arts teachers, this curriculum guide is for teacher use in selecting, organizing, and presenting the content of a 2-semester industrial arts course at the eighth-grade level in electricity and electronics. The guide includes: (1) course objectives, (2) safety rules for shop, (3) course description, (4) course outline, (5) 62 job assignments, (6) suggested job sheets, (7) listing of films and filmstrips, (8) bibliography, and (9) listing of free and inexpensive instructional aids. Assignment sheets give objective, references, relevant information, procedure, problems, and necessary tools and materials. (GR)

VT 010 644
Fire Chemistry.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 ($.25).
PUB DATE - 67 22p.

DESCRIPTORS - *INDUSTRIAL EDUCATION; *FIRE SCIENCE EDUCATION; SAFETY EDUCATION; *CHEMICAL REACTIONS; *VOCABULARY
IDENTIFIERS - *FIRE CHEMISTRY

ABSTRACT - This document on fire chemistry contains the terminology and definitions of 15 terms used to describe fire and the chemistry involved in fire. Several basic experiments are described to explain the phenomena of expansion and contraction, transmission of heat, and dust explosions. The document is illustrated with line drawings. (GR)

VT 010 737
Demonstration Aids for Aviation Education.

Civil Air Patrol, Washington, D.C. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 36p.

DESCRIPTORS - *AVIATION TECHNOLOGY; *AEROSPACE TECHNOLOGY; *DEMONSTRATIONS (EDUCATIONAL); *NATURAL SCIENCES; *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS; TEACHER DEVELOPED MATERIALS; SUMMER WORKSHOPS
IDENTIFIERS - *AIR AGE; AVIATION EDUCATION

ABSTRACT - Developed by teachers in an aviation education workshop at Miami University, this publication contains 105 demonstrations illustrating principles of aviation within a classroom setting. The demonstrations are grouped into the following units: (1) Properties of Air, (2) What Makes An Airplane Fly, and (3) Weather Is Important To Aviation. Each demonstration contains a list of necessary equipment and step-by-step procedures. The demonstrations can be used for teaching natural science as well as aviation education to both older and elementary school students. (GR)

OCCUPATIONAL
PSYCHOLOGY
SECTION

VT 009 161
Self Understanding Through Occupational Exploration (SUTOE). Teacher's Guide.

Oregon State Dept. of Education, Salem. Div. of Community Colleges and Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
Division of Community Colleges and Career Education, Oregon Board of Education, 942 Lancaster Drive, N.E., Salem, Oregon 97310.
PUB DATE - Jun69 220p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *OCCUPATIONAL CHOICE; *VOCATIONAL GUIDANCE; *CAREER PLANNING; LESSON PLANS; VOCATIONAL COUNSELING; *PREVOCATIONAL EDUCATION; VOCATIONAL INFORMATION; VOCATIONAL INTERESTS; JUNIOR HIGH SCHOOL STUDENTS; VOCATIONAL APTITUDES

ABSTRACT - This teacher's guide was developed by a vocational guidance consultant with the assistance of teachers and industrial advisory personnel for use in planning lessons relating to occupational exploration on the junior high level. The primary objectives of the suggested 160-hour course is to prepare students to make wise occupational decisions and choices. The program provides the student with early opportunities to learn about different occupations and careers, to evaluate his own abilities, aptitudes, and interests in occupational terms, and to plan his future educational program accordingly. Topics are: (1) pupil involvement, (2) self appraisal and understanding, (3) relating school to career planning, (4) the individual's role in the economy, (5) student preparation for in-depth occupational study, (6) exploration of jobs involving work with data, with people, and with things, (7) experience evaluation and planning ahead, and (8) course evaluation and recommendations. Each unit contains objectives and suggestions for implementation and evaluation. Appendixes suggest resources and teaching techniques and list supplementary teaching aids such as occupational-oriented games and projects, sample forms, letters and data sheets, and suggested tests. A bibliography is also provided. A qualified teacher with guidance and counseling and occupational experience should teach the course. (AW)

VT 011 189 ED 042 011
MCGOWAN, JOHN F.; PORTER, THOMAS L.
AN INTRODUCTION TO THE VOCATIONAL REHABILITATION PROCESS. A TRAINING MANUAL.
REHABILITATION SERVICE SERIES NO. 68-32.

REHABILITATION SERVICES ADMINISTRATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$1.00 HC NOT AVAILABLE FROM EDRS.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (SS17.110/3:68-32, $1.75).
PUB DATE - JUL67 207P.

DESCRIPTORS - *VOCATIONAL REHABILITATION; *REHABILITATION COUNSELING; *MANUALS; *SUPPLEMENTARY TEXTBOOKS; INSERVICE EDUCATION; COUNSELORS; COUNSELING SERVICES; JOB PLACEMENT; OCCUPATIONAL GUIDANCE; CASE STUDIES; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY A PROFESSOR AND AN ASSOCIATE PROFESSOR, THIS TRAINING MANUAL PROVIDES A SOURCE OF BASIC MATERIAL WHICH CAN BE USED BY STATE AGENCY PERSONNEL FOR THE ORIENTATION OF NEW COUNSELORS, FOR BEGINNING COURSES IN REHABILITATION COUNSELOR TRAINING PROGRAMS, AND FOR INSERVICE TRAINING OF EXPERIENCED REHABILITATION COUNSELING PERSONNEL. MAJOR SECTIONS ARE: (1) INTRODUCTION AND BACKGROUND, WHICH INCLUDES BASIC CONCEPTS OF VOCATIONAL REHABILITATION, RELATED LEGISLATION, AND THE LOCATING OF PERSONS WHO NEED HELP, (2) PRELIMINARY STUDY AND PLANNING, WHICH INCLUDES INITIATING THE REHABILITATION PROCESS, DETERMINING ELIGIBILITY, AND MAKING A MEDICAL, PSYCHOLOGICAL, SOCIOCULTURAL, AND VOCATIONAL ASSESSMENT OF THE CLIENT, (3) CLIENT SERVICES, WHICH INCLUDES PLANNING SERVICES, PROVIDING PREVOCATIONAL AND REHABILITATIONAL COUNSELING, AND LOCATING PLACES OF EMPLOYMENT, AND (4) THE REHABILITATION COUNSELOR'S ROLE. SUGGESTED READINGS ARE INCLUDED AT THE END OF EACH SECTION, AND SEVERAL CLIENT-STUDY CASE ABSTRACTS ARE APPENDED. (SB)

TRADE AND INDUSTRIAL EDUCATION SECTION

VT 002 595
Industrial Cooperative Training, Coordinator's Manual.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
T.I.E. Series No. 2.
PUB DATE - Jun66 100p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; HEALTH OCCUPATIONS EDUCATION; *PROGRAM GUIDES; *COOPERATIVE PROGRAMS; PROGRAM PLANNING; ADMINISTRATIVE ORGANIZATION; SCHOOL INDUSTRY RELATIONSHIP; *PROGRAM DEVELOPMENT; WORK EXPERIENCE; COORDINATORS; TEACHING METHODS; RECORDS (FORMS); TEACHER CERTIFICATION

ABSTRACT - Industrial Cooperative Training (ICT) is a joint effort of educators and employers to provide on-the-job training for high school jOniors and seniors in occupational areas of their choice. This manual is prepared especially as a guide for coordinators and administrators of ICT for high schools of North Carolina. Sections include: (1) Advantages of ICT, (2) Considerations for Persons about toOenter a Training Program, (3) Regulations, (4) Procedure for Organizing and Developing a Training Program, (5) Administrative Procedures, (6) Program and Job Orientation for Students and Parents, (7) Selected Training Agencies, (8) Student Selection and Enrollment, (9) Placing Students on the Job, (10) Coordinating On-the-job Training, (11) Classroom Work in the ICT Program, (12) Coordinator's Records and Reports, (13) Program Evaluation, and (14) Certification Requirements. Appended are sample forms and a list of reference materials the coordinator should have on hand. (JK)

VT 008 423
Peck, Donald L., Comp.
Industrial Electronics. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public School, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 29p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICAL OCCUPATIONS; *ELECTRONICS; *CURRICULUM GUIDES; *SECONDARY SCHOOLS; VOCATIONAL HIGH SCHOOLS; COURSE OBJECTIVES

ABSTRACT - Developed by a trade and industrial education curriculum committee, this curriculum guide is for teacher use in planning and teaching a course for vocational high school students studying industrial electronics. Contents include: (1) Objectives, (2) General Organization, (3) Outline of Instruction, (4) Samples of Instruction Sheets, and (5) Samples of Tests Used. The material is designed to be used for 6 semesters of 270 hours each or 1,620 hours for the 3-year course. (GR)

VT 008 424
Coleman, Edward J., Comp; Laughton, Lyman J., III, Comp.
Machine Shop Practice. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-FRIC SET.
PUB DATE - 64 38p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SECONDARY SCHOOLS; *VOCATIONAL HIGH SCHOOLS; COURSE OBJECTIVES; *MACHINE TOOL OPERATORS; MACHINIST; METAL WORKING OCCUPATIONS

ABSTRACT - Developed by a trade and industrial education curriculum committee, this curriculum guide may be used by vocational high school teachers planning or teaching a course for students in carpentry and millwork. Contents include: (1) objectives, (2) suggestions for organization, management, and teaching of the class, (3) instructional outline of manipulative skills and related technical knowledge, (4) samples of instruction sheets used in teaching, and (5) samples of tests used. The material requires 3 clock hours daily, 15 hours per week, 36 weeks per year, or a total of 1,620 hours for 3 school years. (GR)

VT 008 425
Poyner, Clinton B., Sr., Comp.
Diesel Engine Repair and Service. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 32p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SECONDARY SCHOOLS; VOCATIONAL HIGH SCHOOLS; COURSE OBJECTIVES; *DIESEL ENGINES; *AUTO MECHANICS (OCCUPATION); *MACHINE REPAIRMEN

ABSTRACT - Developed by a trade and industrial education curriculum committee for teacher use, the curriculum guide outlines a course for vocational high school students learning diesel engine repair and service. Contents include: (1) Course objectives, (2) General Organization, (3) Outline of Instruction, (4) Sample Instruction Sheets Used in Teaching, and (5) Samples of Tests Used. The material is designed to be used 3 clock hours daily, 15 hours per week, 36 weeks per year, or a total of 1,620 hours for the 3-year course. (GR)

VT 008 498
Carpentry and Millwork. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 34p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SECONDARY SCHOOLS; VOCATIONAL HIGH SCHOOLS; COURSE OBJECTIVES; *BUILDING TRADES; *WOODWORKING; *CABINETMAKING

ABSTRACT - Developed by a trade and industrial education curriculum committee, this curriculum guide may be used by vocational high school teachers planning or teaching a course for students in carpentry and millwork. Contents include: (1) objectives, (2) suggestions for organization, management, and teaching of the class, (3) instructional outline of manipulative skills and related technical knowledge, (4) samples of instruction sheets used in teaching, and (5) samples of tests used. The material requires 3 clock hours daily, 15 hours per week, 36 weeks per year, or a total of 1,620 hours for 3 school years. (GR)

VT 008 502
Derr, Donald L.
Refrigeration Service. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 31p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SECONDARY SCHOOLS; *VOCATIONAL HIGH SCHOOLS; COURSE OBJECTIVES; *REFRIGERATION; REFRIGERATION MECHANICS; *SERVICE WORKERS

ABSTRACT - Vocational high school teachers may use this curriculum guide in planning and teaching a course for students in refrigeration service. Developed by a trade and industrial education curriculum committee, the guide includes: (1) Objectives, (2) General Organization, Management, and Teaching of the Class, (3) Outlines of Instruction, (4) Samples of Instruction Sheets Used in Teaching, and (5) Samples of Tests Used. The material requires 3 clock hours daily, 15 hours per week, 36 weeks per year, or a total of 1,620 hours for 3 school years. (GR)

VT 008 875
Taylor, E.A.
A Training Officer's Guide to Selection.

British Association for Commercial and Industrial Education, London (England).
DOCUMENT NOT AVAILABLE FROM EDRS.
BACIE Training Manual No. 2
British Association for Commercial and Industrial Education, 26a Buckingham Palace Road, London, S.W.1, England ($1.50).
PUB DATE - Oct68 46p.

DESCRIPTORS - *MANUALS; *INDUSTRIAL TRAINING; *JOB TRAINING; *TRADE AND INDUSTRIAL EDUCATION; *PERSONNEL SELECTION; INTERVIEWS; JOB ANALYSIS; PSYCHOLOGICAL TESTS

ABSTRACT - This training manual was prepared by a British association to provide guidelines for selecting trainees to be machine operators and technicians. The manual

was developed out of the lecture notes of a group education officer and will be useful to technical schools and companies organizing courses for training officers. Among the 14 topics are: (1) The Need to Identify Talent, (2) Industrial and War Service Applications of Psychology, (3) Job Study, Job Analysis, Job Specification, (4) Psychological Tests, Categories, Purpose, and (5) Interviewing, Interview Record Form, Individual and Group Techniques, Time Scale. Also included in this manual are teaching suggestions, charts and diagrams, and a bibliography. (JS)

VT 010 218
Training Recommendations: Apprentice Roof Slater and Tiler.

Construction Industry Training Board, Belfast (Northern Ireland).
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 17p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; ROOFERS
IDENTIFIERS - *IRELAND

ABSTRACT - This guide is one of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations. Principal feature of this program for apprentice roof slaters and tilers is a topical outline of the basic course for "off-the-job" training, including operations to be performed, skills involved, and knowledge required. Topics covered in the outline are: (1) slating, (2) tiling, (3) shingles, (4) setting and fixing flashings, (5) setting and fixing ridge verge and hip coverings, and (6) maintenance of rain-water fittings. Also covered briefly in the guide are objectives, recruitment, induction, on- and off-the-job training, further education, craft training, training records, job descriptions, and grants. Additional information on selection and recruitment, personal qualifications of trainees, interviewing hints, and a sample application form are appended. (AW)

VT 010 346
Suggested Guidelines for Developing A High School Trade and Industrial Program in Welding.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 56p.

DESCRIPTORS - *PROGRAM ADMINISTRATION; METAL WORKING OCCUPATIONS; PROGRAM DESCRIPTIONS; EQUIPMENT STANDARDS; FACILITY GUIDELINES; COURSE CONTENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; TEACHER CERTIFICATION; CLUBS; *TRADE AND INDUSTRIAL EDUCATION; *WELDING; *PROGRAM GUIDES
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in welding was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a welding program. Included are: (1) Purpose of Trade and Industrial Education, (2) Description of the Welding Program, (3) Educational Specifications for Welding Program, (4) Shop and Equipment Layout, (5) List of Equipment and Hand Tools, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course Content--Grade 11, (11) Typical Course Content--Grade 12, (12) Texts and References, (13) Advisory Committee, (14) Preliminary Program Approval, (15) Teacher Education Services, (16) Certification of Instructor, (17) Programs for Observation, and (18) Vocational Industrial Clubs of America. Related documents are available as VT 010 347-VT 010 348 and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 347
Suggested Guidelines for Developing a High School Trade and Industrial Program in Construction Electrician.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 70p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; BUILDING TRADES; *PROGRAM GUIDES; *PROGRAM ADMINISTRATION; ELECTRICAL OCCUPATIONS; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; EQUIPMENT STANDARDS; COURSE CONTENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; TEACHER CERTIFICATION; CLUBS
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in construction electrician was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for construction electricians. Included are: (1) Purpose of Trade and Industrial education, (2) Description of the Construction Electrician Program, (3) Educational Specifications for Construction Electricians, (4) Laboratory and Equipment Layout, (5) List of Equipment, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course Content--11th and 12th Grades, (11) Suggested Texts and References, (12) Suggested List of Films, (13) Advisory Committees, (14) Preliminary Program Approval, (15) Teacher Education Services, (16) Certification of Instructors, and (17) Vocational Industrial Clubs of America. Related documents are available as VT 010 346, VT 010 348, and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 348
Suggested Guidelines for Developing a High School Trade and Industrial Program in Automotive Mechanics.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 67 83p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *PROGRAM ADMINISTRATION; *PROGRAM GUIDES; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; EQUIPMENT STANDARDS; COURSE CONTENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; INSTRUCTIONAL AIDS; TEACHER CERTIFICATION; CLUBS
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in Automotive Mechanics was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a program. The program is designed to provide the student with the opportunity to develop skills and workhabits, obtain related information, and acquire an appreciation for good craftsmanship. Included are: (1) Purpose of Trade and Industrial Education, (2) Description of the Auto Mechanics Program, (3) Educational Specifications for Auto Mechanics, (4) Shop and Equipment Layout, (5) Complete List of Hand Tools and Equipment, (6) Student Tool Kits, (7) Operating Budget, (8) Course Length, Class Size and Reimbursement, (9) Salary, (10) Time Schedule, (11) Typical Course Content-Grade 11, (12) Typical Course Content-Grade 12, (13) Texts and References, (14) Instructional Aids, (15) Advisory Committees, (16) Preliminary Program Approval, (17) Teacher Education Services, (18) Certification of Instructor, (19) Programs for Observation, and (20) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 347 and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 351
Suggested Guidelines for Developing a High School Trade and Industrial Program in Industrial Electrician.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 52p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *PROGRAM GUIDES; *PROGRAM ADMINISTRATION; ELECTRICAL OCCUPATIONS; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; COURSE CONTENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; TEACHER CERTIFICATION; CLUBS; FILMS
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in industrial electrician was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a program. Included are: (1) Purpose of Trade and Industrial Education, (2) Description of the Industrial Education Electrician Program, (3) Educational

Specifications for Industrial Electrician, (4) Laboratory and Equipment Layout, (5) List of Equipment, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course Content--11th and 12th Grades, (11) Suggested Texts and References, (12) Suggested List of Films, (13) Advisory Committees, (14) Preliminary Program Approval, (15) Teacher Education Services, (16) Certification of Instructors, (17) Programs for Observation, and (18) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 352-VT 010 356 (all in this issue). (GR)

VT 010 352
Suggested Guidelines for Developing a High School Trade and Industrial Program in Small Appliance Repair.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 51p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *APPLIANCE REPAIRING; *APPLIANCE SERVICE TECHNICIANS; ELECTRICAL APPLIANCES; ELECTRICAL OCCUPATIONS; *PROGRAM ADMINISTRATION; FACILITY GUIDELINES; COURSE CONTENT; PROGRAM DESCRIPTIONS; GRADE 11; GRADE 12; ADVISORY COMMITTEES; TEACHER CERTIFICATION; CLUBS
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in small appliance repair was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a program. Contents are: (1) Purpose of Trade and Industrial Education, (2) Description and Objectives of Appliance Repair Program, (3) Educational Specifications for Appliance Repair Program, (4) Shop and Equipment Layout, (5) List of Equipment, (6) Suggested List of Expendable Supplies, (7) Operating Budget, (8) Course Length, Class Size and Reimbursement, (9) Salary, (10) Time Schedule, (11) Typical Course Content--11th and 12th Grades, (12) Suggested List of Texts and References, (13) Suggested List of Films, (14) Advisory Committees, (15) Preliminary Program Approval, (16) Teacher Education Services, (17) Certification of Instructors, and (18) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 353
Suggested Guidelines for Developing a High School Trade and Industrial Program in Sheet Metal.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 55p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *SHEET METAL WORK; METAL WORKING OCCUPATIONS; *PROGRAM ADMINISTRATION; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; COURSE CONTENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; FILMS; TEACHER CERTIFICATION; CLUBS
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in sheet metal was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a program. Contents include: (1) Purpose of Trade and Industrial Education, (2) Description and Objectives of the Sheet Metal Program, (3) Educational Specifications for Sheet Metal, (4) Laboratory and Equipment Layout, (5) List of Equipment, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course Content, (11) Suggested Texts, References, and Films, (12) Advisory Committees, (13) Preliminary Program Approval, (14) Teacher Education Services, (15) Certification of Instructors, (16) Programs for Observation, and (17) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 354
Suggested Guidelines for Developing a High School Trade and Industrial Program in Radio and Television.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 51p.

DESCRIPTORS - *TELEVISION REPAIRMEN; *RADIO; SERVICE OCCUPATIONS; *PROGRAM ADMINISTRATION; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; FILMS; COURSE CONTENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; TEACHER CERTIFICATION; CLUBS; *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in radio and television was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a program. Contents include: (1) Purpose of Trade and Industrial Education, (2) Description and Objectives of the Radio and T.V. Program, (3) Educational Specifications for Radio and T.V., (4) Laboratory and Equipment Layout (5) List of Equipment, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course Content--11th and 12th Grades, (11) Suggested Texts and References, (12) Suggested List of Films, (13) Advisory Committees, (14) Preliminary Program Approval, (15) Teacher Education Services, (16) Certification of Instructors, (17) Programs for Observation, and (18) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 355
Suggested Guidelines for Developing a High School Trade and Industrial Program in Automotive Body and Fender Repair.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 67 57p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *AUTO BODY REPAIRMEN; *PROGRAM ADMINISTRATION; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; FILMS; COURSE CONTENT; ADVISORY COMMITTEES; CLUBS; TEACHER CERTIFICATION
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in automotive body and fender repair was developed by state supervisors for administrators, supervisors, and teachers who are planning a program or designing a budget for a program. Contents include: (1) Purpose of Trade and Industrial Education, (2) Description of the Automotive Body and Fender Repair Program, (3) Educational Specifications for Automotive Body and Fender, (4) Shop and Equipment Layout, (5) List of Equipment, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course of Study, (11) Suggested Texts and References, (12) Suggested List of Films, (13) Advisory Committees, (14) Preliminary Program Approval, (15) Teacher Education Services, (16) Certification of Instructor, (17) Programs for Observation, and (18) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (all in this issue). (GR)

VT 010 356
Suggested Guidelines for Developing A High School Trade and Industrial Program in Industrial Electronics.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 66p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *ELECTRONIC TECHNICIANS; *ELECTRICAL OCCUPATIONS; *PROGRAM ADMINISTRATION; FACILITY GUIDELINES; PROGRAM DESCRIPTIONS; FILMS; COURSE CONTENT; ADVISORY COMMITTEES; CLUBS; TEACHER CERTIFICATION
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - This suggested guideline for developing a high school trade and industrial program in industrial electronics was developed by state supervisors for

administrators, supervisors, and teachers who are planning a program or designing a budget for a program. Contents include: (1) Purpose of Trade and Industrial Education, (2) Description of the Industrial Electronics Program, (3) Educational Specifications for Industrial Electronics, (4) Laboratory and Equipment Layout, (5) List of Equipment and Hand Tools, (6) Operating Budget, (7) Course Length, Class Size and Reimbursement, (8) Salary, (9) Time Schedule, (10) Typical Course Content--11th and 12th Grades, (11) Suggested Texts and References, (12) Suggested List of Films, (13) Advisory Committees, (14) Preliminary Program Approval, (15) Teacher Education Services, (16) Certification of Instructors, (17) Programs for Observation, and (18) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 355 (all in this issue). (GR)

VT 010 574
Electrical Wireman.

Alabama Univ., University. Dept. of Trade and Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
File No. 1558
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($2.00, answer book $1.50).
PUB DATE - Oct68 130p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; BUILDING TRADES; SKILLED OCCUPATIONS; ELECTRIC MOTORS; *STUDY GUIDES; BIBLIOGRAPHIES; *JOB TRAINING; ANSWER KEYS; *INQUIRY TRAINING

ABSTRACT - Trade and industrial education coordinators and instructors prepared this study guide for students studying electrical wiring. Ninety-four job assignments are arranged in three sections covering: (1) fundamentals of electricity and blueprint reading, (2) house wiring, and (3) commercial wiring. After completing the assignment sheets and related reading assignments keyed to a bibliography included with the guide, the student records his progress on a progress record sheet, also included. An answer book "Electrical Wireman, Answer Book" may be obtained from the source of availability indicated for this document. (GR)

VT 010 576
Shoe Repairing, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
File No. 310
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.50, answer book $1.00).
PUB DATE - Nov63 98p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COOPERATIVE EDUCATION; ANSWER KEYS; *SKILLED OCCUPATIONS
IDENTIFIERS - *SHOE REPAIRING

ABSTRACT - Prepared by a committee of trade and industrial education coordinators in collaboration with competent consultants, this study guide and progression record is for student use in a cooperative training program in shoe repairing. Instructions for using the guide are followed by seven units, each providing jobs to be done, related references, and questions to be answered. Units include: (1) Tools, with three jobs, (2) Findings, with seven jobs, (3) Shoe Construction, with five jobs, (4) Bench Operations, with 26 jobs, (5) Shoe Machines, with 26 jobs, (6) Shoe Care, with two jobs, and (7) Leathercraft, with six jobs. A bibliography is also provided. An answer booklet may be obtained from the source of availability indicated for this document. (AW)

VT 010 577
Using Copy Editor's Symbols.

Rehabilitation Research Foundation, Elmore, Ala.
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training. Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.45).
PUB DATE - 66 37p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *INDIVIDUAL STUDY;

PRETESTS; ACHIEVEMENT TESTS; ANSWER KEYS
IDENTIFIERS - *COPY EDITING

ABSTRACT - This pamphlet is designed to prepare trainees to recognize the more common symbols used in editing copy for printing. Generally accepted copy editors' symbols and marks are presented for individual study, with examples illustrating correct use of the symbols and final corrected copy. Questions and completion exercises are provided for correction of various types of manuscript errors, with answers given in the last section of the manual. A pretest and duplicate posttest are included. (AW)

VT 010 593
Auto Mechanics (Course Outline and Equipment Guide).

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical and Adult Education.
MF AVAILABLE IN VT-ERIC SET.
West Virginia State Board of Education, Bureau of Vocational, Technical and Adult Education, Vocational Industrial Education Service, Charleston, West Virginia 25305 ($1.25).
PUB DATE - ND 50p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *AUTO MECHANICS (OCCUPATION); COURSE CONTENT; COURSE OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; AUDIOVISUAL AIDS; EQUIPMENT STANDARDS; POWER MECHANICS; SCHOOL SHOPS; SECONDARY EDUCATION
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - Teachers may use this course outline and equipment guide in planning and teaching a 2-year 4-semester course for vocational students in auto mechanics. Developed by vocational auto mechanics instructors and State staff, the guide includes: (1) course objectives, (2) general statement of the purposes of vocational education, (3) list of course content, and (4) course outline. A suggested equipment list, tool specifications list, shop layout and specifications, and bibliography of textbooks, reference books, and audio visual aids are appended. (GR)

VT 010 612
Building Construction (Course Outline and Equipment Guide).

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical and Adult Education.
MF AVAILABLE IN VT-ERIC SET.
West Virginia State Board of Education, Bureau of Vocational, Technical and Adult Education, Vocational Industrial Education Service, Charleston, West Virginia 25305 ($1.25).
PUB DATE - ND 34p.

DESCRIPTORS - *BUILDING TRADES; *CONSTRUCTION INDUSTRY; CONSTRUCTION (PROCESS); *STATE CURRICULUM GUIDES; COURSE CONTENT; COURSE OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; AUDIOVISUAL AIDS; EQUIPMENT STANDARDS; BUILDING EQUIPMENT; SCHOOL SHOPS
IDENTIFIERS - WEST VIRGINIA

ABSTRACT - Developed by State staff and vocational education instructors in inservice workshops, this course outline and equipment guide is for teacher use in planning and teaching a 2-year 4-semester course for vocational students in building construction. Contents include: (1) Course objectives, (2) Purpose of Vocational Industrial Education, (3) Course Content, and (4) Course Outline. A suggested equipment list, tool list, student tool kit, shop layout and specifications, and bibliography of textbooks, references, and audiovisual aids are appended. (GR)

VT 010 630
Garment Altering and Repairing, A Study Guide and Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
File No. 1573
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.75, answer book $1.25, test $1.50, test answers $.75).
PUB DATE - 68 210p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *STUDY GUIDES; *CLOTHING INSTRUCTION; TESTS; ANSWER KEYS; ON THE JOB TRAINING; *JOB SKILLS; COOPERATIVE EDUCATION; CLOTHING MAINTENANCE SPECIALISTS
IDENTIFIERS - CLOTHING ALTERATION; CLOTHING REPAIR

ABSTRACT - Developed by a committee of trade and industrial education coordinators and instructors this study guide and progress report is intended for cooperative high school students enrolled in a garment alteration and repair training program. The first part of the guide contains a listing of 96 job skills with spaces for the student to check his job progress in on-the-job training, and to check his related study progress in reading references and answering related study questions. The remaining part of the guide contains the study questions, suggested references, and bibliography for the 96 job skills. Also included is a separate test manual which contains a test for each job skill. Answer books, "Answer Book for Garment Altering and Repairing," and "Test Answers, Garment Altering and Repairing," are available from the source of availability listed for this document. (SB)

VT 010 631
Customer Relations in the Automotive Trades.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Labor, Washington, D.C.
Department of Health, Education, and Welfare, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.50).
PUB DATE - 68 46p.

DESCRIPTORS - *HUMAN RELATIONS; *AUTOINSTRUCTIONAL AIDS; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED INSTRUCTION; *AUTO MECHANICS (OCCUPATION); *STUDY GUIDES
IDENTIFIERS - *REHABILITATION RESEARCH FOUNDATION

ABSTRACT - Part of a series of self-instructional booklets emphasizing the importance of human relations on the job, this bulletin provides a general plan for achieving good customer relations in the automotive trades. The format of the booklet consists of explanatory text followed by questions to which the student may respond in the blanks provided. The booklet is illustrated with numerous line drawings and a posttest also is included. Other documents in the series are VT 010 632-VT 010 636 (all in this issue). (AW)

VT 010 632
Work Habits in the Automotive Trades.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Labor, Washington, D.C.
Department of Health, Education, and Welfare, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.50).
PUB DATE - 68 27p.

DESCRIPTORS - *AUTOINSTRUCTIONAL AIDS; *STUDY GUIDES; *HUMAN RELATIONS; *HABIT FORMATION; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED INSTRUCTION; AUTO MECHANICS (OCCUPATION)
IDENTIFIERS - *REHABILITATION RESEARCH FOUNDATION

ABSTRACT - Part of a series of self-instructional booklets emphasizing the importance of human relations on the job, this guide is intended to aid trainees in the automotive trades in forming good work habits. Format of the guide consists of explanatory text followed by questions to be answered by the student. Numerous line drawings illustrate the booklet, and an objective test also is included. Other documents in the series are VT 010 631, and VT 010 633-VT 010 636 (all in this issue). (AW)

VT 010 633
Manual for Instructors to Accompany Communicative Skills for the Automotive Trades.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.25).
PUB DATE - 68 7p.

DESCRIPTORS - *AUTOINSTRUCTIONAL AIDS; *AUTO MECHANICS (OCCUPATION); *COMMUNICATION SKILLS; CHANGING ATTITUDES; *HUMAN RELATIONS; *TRADE AND INDUSTRIAL EDUCATION

IDENTIFIERS - REHABILITATION RESEARCH FOUNDATION

ABSTRACT - This instructor's manual accompanies self-instruction booklets emphasizing the importance of human relations on the job. The lessons and their objectives, and field tests and results are briefly described. Recommendations are given for using the lessons. The self-instruction booklets are available as VT 010 631, VT 010 632, and VT 010 634-VT 010 636 (all in this issue). (DM)

VT 010 634
Personal Skills for Automotive Trades; to Accompany Communicative Skills for the Automotive Trades.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.25).
PUB DATE - 68 15p.

DESCRIPTORS - *COMMUNICATION SKILLS; *HUMAN RELATIONS; *AUTO MECHANICS (OCCUPATION); *AUTOINSTRUCTIONAL AIDS; *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - REHABILITATION RESEARCH FOUNDATION

ABSTRACT - This self-instructional booklet serves as an introductory lesson in a series of booklets emphasizing the importance of human relations on the job. The student reads explanatory text designed to motivate him to improve his personal skills, and responds to questions in the blanks provided. Related documents are available as VT 010 631-VT 010 633, VT 010 635 and VT 010 636 (all in this issue). (GR)

VT 010 635
Getting a Job in the Automotive Trades; to Accompany Communicative Skills for the Automotive Trades.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.50).
PUB DATE - 68 33p.

DESCRIPTORS - COMMUNICATION SKILLS; *AUTOINSTRUCTIONAL AIDS; *HUMAN RELATIONS; *AUTO MECHANICS (OCCUPATION); *TRADE AND INDUSTRIAL EDUCATION; JOB APPLICATION; EMPLOYMENT INTERVIEWS
IDENTIFIERS - REHABILITATION RESEARCH FOUNDATION

ABSTRACT - Part of a series of self-instruction booklets emphasizing the importance of human relations on the job, this lesson deals with finding job leads, filling out job applications, and preparing for job interviews. The booklet is in workbook form with the student reading explanatory text and answering questions in spaces provided. A posttest is included with the document. Related documents are available as VT 010 631-VT 010 634, and VT 010 636 (all in this issue). (GR)

VT 010 636
Personal Habits in the Automotive Trades; to Accompany Communicative Skills for the Automotive Trades.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.50).
PUB DATE - 68 37p.

DESCRIPTORS - COMMUNICATION SKILLS; *HUMAN RELATIONS; *AUTO MECHANICS (OCCUPATION); *AUTOINSTRUCTIONAL AIDS; *TRADE AND INDUSTRIAL EDUCATION; PERSONAL RELATIONSHIP; SELF CARE SKILLS; SPEECH HABITS; *HABIT FORMATION
IDENTIFIERS - REHABILITATION RESEARCH FOUNDATION

ABSTRACT - Part of a series emphasizing the importance of human relations on the job,

this lesson teaches personal habits that will contribute to job success. The booklet is designed so that the student may read the explanatory text and respond to questions in the blank spaces provided. Line illustrations help to emphasize major points. A posttest is included with this document. Related documents are available as VT 010 631-VT 010 635 (all in this issue). (GR)

VT 010 639
Identification of Joints, Welds, and Grooves, Lesson 1 of Theory Series.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.40).
PUB DATE - 66 36p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; AUTOINSTRUCTIONAL AIDS; SKILL DEVELOPMENT; *COGNITIVE DEVELOPMENT; *INDUSTRIAL EDUCATION; *IDENTIFICATION TESTS; *WELDING

ABSTRACT - Developed for student use as an experimental-demonstration project by the Rehabilitation Research Foundation, the booklet contains step-by-step instructions on how to identify various welding joints, welds, and grooves. Contents include: (1) descriptive information, (2) illustrated line drawings, (3) questions, and (4) an appended answer book. A pretest and duplicate posttest are included. (GR)

VT 010 640
Mixing Mortar, Lesson 1 of Skills Series.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.45).
PUB DATE - 66 30p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *AUTOINSTRUCTIONAL AIDS; PSYCHOMOTOR SKILLS; *SKILL DEVELOPMENT; *INDUSTRIAL EDUCATION; BUILDING TRADES; *BRICKLAYERS; *MASONRY; BUILDING MATERIALS
IDENTIFIERS - *MORTAR

ABSTRACT - This skills lesson booklet, developed by the Rehabilitation Research Foundation for student use, contains step-by-step instructions for mixing mortar. The student reads explanatory text and answers questions, checking his answers with answers included in a separate section. A pretest and duplicate posttest are included. (GR)

VT 010 641
Soldering Leads, Lesson 1 of Skills Series.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.50).
PUB DATE - 66 31p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; AUTOINSTRUCTIONAL AIDS; PSYCHOMOTOR SKILLS; *SKILL DEVELOPMENT; *INDUSTRIAL EDUCATION
IDENTIFIERS - *SOLDERING

ABSTRACT - Developed for student use as an experimental-demonstration project, by the Rehabilitation Research Foundation, the step-by-step booklet contains instructions for learning to solder leads. Contents include: (1) explanatory text, (2) illustrated line drawings, (3) questions, and (4) a procedural checklist. A pretest and posttest are included. (GR)

VT 010 653
Auto Body Repair (Teaching Outline).

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical and Adult Education.
MF AVAILABLE IN VT-ERIC SET.
West Virginia State Board of Education, Bureau of Vocational, Technical and Adult Education, Vocational Industrial Education Service, Charleston, West Virginia 25305 ($1.25).
PUB DATE - ND 35p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *AUTO BODY REPAIRMEN; COURSE CONTENT; COURSE OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; EQUIPMENT STANDARDS; SKILLED OCCUPATIONS; SCHOOL SHOPS; SECONDARY EDUCATION
IDENTIFIERS - WEST VIRGINIA; *AUTO BODY REPAIR

ABSTRACT - A committee composed of auto body instructors and program specialists prepared this teaching syllabus for teacher use in planning a 2-year course to prepare students for entrance into industry as auto body repairmen. Following a general statement on the purposes of vocational industrial education is a course outline and appendixes covering: (1) equipment and tool specifications, (2) price list for furnishing an auto body conference room, (3) suggested shop layout, (4) auto body repair and equipment standards, and (5) suggested textbooks and sources of instructional materials. (DM)

VT 010 654
Machine Shop (Training Guide).

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical and Adult Education.
MF AVAILABLE IN VT-ERIC SET.
West Virginia State Board of Education, Bureau of Vocational, Technical and Adult Education, Vocational Industrial Education Service, Charleston, West Virginia 25305 ($1.25).
PUB DATE - ND 41p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE TOOLS; MACHINISTS; *MACHINE TOOL OPERATORS; METAL WORKING OCCUPATIONS; COURSE CONTENT; SECONDARY EDUCATION; COURSE OBJECTIVES; SCHOOL SHOPS
IDENTIFIERS - WEST VIRGINIA; *MACHINE SHOP

ABSTRACT - Developed by vocational education instructors in inservice workshops, this teaching guide may be used in planning and teaching a 2-year course to train vocational students in machine shop work. Content includes: (1) course objectives, (2) general statement of the purposes of vocational industrial education, (3) list of course content, and (4) course outline. A suggested tool list, equipment list, shop layout, facilities and equipment standards, text and reference book list, instructional aids list, suggested jobs or projects list, progress record and progress chart are appended. (GR)

VT 010 683
Lesson Guides for the Use of VOM (Volt-Ohm-Milliammeter).

Rehabilitation Research Foundation, Elmore, Ala.
Department of Labor, Washington, D.C.
Department of Health, Education, and Welfare, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 (lesson one $.45, lesson two $.40, lesson three $.45, lesson four $.50, lesson five $.65).
PUB DATE - 66 244p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *AUTOINSTRUCTIONAL AIDS; INDEPENDENT STUDY; ANSWER KEYS; *ELECTRONIC EQUIPMENT
IDENTIFIERS - *VOLT OHM MILLIAMMETER; VOM

ABSTRACT - Five self-instructional booklets and a practice book compose a series describing the use of the Volt-Ohm-Milliammeter (VOM). The student reads explanatory text and views accompanying line illustrations and then answers questions, checking his responses from answers given in a separate section. Lesson titles are: (1) Introduction to the VOM, (2) Using the VOM-Direct Current Circuits, (3) Using the VOM-Alternating Current Circuits, (4) Using the VOM-Equipment Series, and (5) Guide to the VOM and the VOM Practice Book. A pretest and duplicate posttest accompany the first four lessons. (GR)

VT 010 686
Shop Safety.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.50).
PUB DATE - 66 38p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *WORKBOOKS; *LABORATORY SAFETY; ACCIDENT PREVENTION; *SAFETY EDUCATION; SAFETY EQUIPMENT; DEMONSTRATION PROJECTS

ABSTRACT - Developed as a demonstration project under the Manpower Development and Training Act of 1962, this workbook is for student use in learning shop safety rules. Explanatory text and line drawings are followed by questions which the student must answer and check from answers given in a separate section. (DM)

VT 010 693
Recognizing Circuit Symbols. Electronics Edition Book One and Book Two.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.70).
PUB DATE - 65 125p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *SUPPLEMENTARY TEXTBOOKS; DEMONSTRATION PROJECTS; *ELECTRIC CIRCUITS; ELECTRICITY; *ELECTRONIC TECHNICIAN; VISUAL MEASURES; VISUAL LEARNING
IDENTIFIERS - REHABILITATION RESEARCH FOUNDATION

ABSTRACT - Developed as a demonstration project under the Manpower Development and Training Act of 1962, the two volumes are for student use in learning to recognize over 100 electrical circuit symbols. Each section consists of explanatory text and line drawings of circuit symbols, followed by a test which the student completes and checks from answers given in a separate section. A final review test covering all the sections is included in the second volume. (DM)

VT 010 711 ED 039 332
MCHALE, THOMAS J., AND OTHERS
MATHEMATICS FOR THE MAJORITY; A SYSTEM OF INSTRUCTION FOR TEACHING TECHNICAL MATHEMATICS.

MILWAUKEE AREA TECHNICAL COLL., WIS.
CARNEGIE CORP. OF NEW YORK, N.Y.
EDRS PRICE MF-$1.25 HC-$13.80
PUB DATE - DEC69 274P.

DESCRIPTORS - *TECHNICAL EDUCATION; *TECHNICAL MATHEMATICS; TEACHING METHODS; *AVERAGE STUDENTS; EDUCATIONALLY DISADVANTAGED; INDIVIDUALIZED INSTRUCTION; *PROGRAMED INSTRUCTION; MATHEMATICS EDUCATION; *COURSE CONTENT
IDENTIFIERS - MILWAUKEE AREA TECHNICAL COLLEGE; *MATC MATHEMATICS PROJECT

ABSTRACT - THE CRITICAL NEED FOR GREATER NUMBERS OF TRAINED TECHNICIANS PROVIDED THE GENERAL IMPETUS FOR DEVELOPING THIS APPROACH TO TEACHING THE MATH SKILLS WHICH ARE NEEDED FOR BASIC SCIENCE AND TECHNOLOGY. THIS INSTRUCTIONAL SYSTEM, WHICH HAS BEEN DEVELOPED OVER A 4-YEAR PERIOD, FOCUSES ON THE AVERAGE AND BELOW AVERAGE STUDENTS WHO ENROLL IN INDUSTRIAL TECHNOLOGY AS OPPOSED TO ENGINEERING TECHNOLOGY PROGRAMS. IT INCORPORATES A LEARNING CENTER WITH SEPARATE TREATMENT FOR FAST, REGULAR AND SLOW LEARNERS, PROGRAMED INSTRUCTION, AND TEACHER AIDES. ALTHOUGH IT WAS DEVELOPED PRIMARILY FOR TEACHING MATHEMATICS IN A TECHNICAL INSTITUTE, THE SYSTEM HAS BEEN USED IN OTHER INSTITUTE COURSES AND IN THREE OTHER INSTITUTES, TWO HIGH SCHOOLS, AND ONE JUNIOR HIGH SCHOOL. THE SYSTEM HAS IMPLICATIONS FOR INDIVIDUALIZED INSTRUCTION BOTH FOR MATHEMATICS EDUCATION AND FOR EDUCATION IN GENERAL. (CH)

VT 010 992
Tool Steel for the Non-Metallurgist.

Crucible Steel Co., Pittsburgh, Pa.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 48p.

DESCRIPTORS - *METALLURGY; *INDUSTRIAL TECHNOLOGY; METAL INDUSTRY; *INDUSTRIAL EDUCATION; METALS; *STEEL INDUSTRY; METAL WORKING OCCUPATIONS
IDENTIFIERS - *TOOL STEEL

ABSTRACT - This illustrated document presents a practical understanding of tool steels for the non-metallurgist who does not normally work with tool steels but occasionally needs some knowledge of them. Major topics are: (1) Properties of Tool Steels, (2) Heat Treatment of Tool Steels, and (3) Heat Treating Technique. A final section contains information and mathematical tables needed by those working with tool steel. (GR)

VT 011 048
Tilesetting Workbook. Second Edition.

California State Dept. of Education, Sacramento. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($2.50).
PUB DATE - 64 225p.

DESCRIPTORS - *STUDY GUIDES; WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *CERAMICS; *CONSTRUCTION INDUSTRY; *APPRENTICESHIPS
IDENTIFIERS - *TILESETTING

ABSTRACT - Developed with the aid of an advisory committee representing employers and employees of the tilesetting industry, this workbook contains specialized information for the tilesetting trade, and is designed to be used in a related training course for apprentices working at the tilesetting trade. The major units are: (1) The Apprentice Tilesetter, (2) Tile, Materials, and Tools, (3) Blueprints and Specifications, (4) Job Processes, and (5) Specialized Jobs. Topics within each unit give an assignment, an introduction, related information, and review quiz. Photographs, line drawings, glossary, and a list of instructional materials are included. A related document is available as VT 004 715 (AIM Fall 1968). (GR)

VT 011 049
Ring, Clifton
Surveying Workbook. Part 3.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 66 308p.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *TECHNICAL EDUCATION; WORKBOOKS; *STUDY GUIDES; COURSE CONTENT; UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *SURVEYING WORKBOOK; CALIFORNIA

ABSTRACT - Developed with the aid of an advisory committee of employers and employees, this workbook is for student use in a related training class in surveying. Major units of study are: (1) Traverse Surveys, (2) Traverse Adjustments and Area Problems, (3) Electronic Surveys, (4) Photogrammetric Surveys, (5) Researching for Survey Data, (6) Theory of Stadia, (7) Topographic Surveys, (8) Hydrographic Surveys, and (9) Architect's Surveys. The topics within each major unit give introduction, related information, assignment, suggested discussion topics, and an objective type review quiz. A list of recommended and required texts is included. A related document is available as VT 011 050 (also in this issue). (GR)

VT 011 050
Gould, Mitchell L.
Surveying Workbook. Part 4.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.

DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($2.00).
PUB DATE - 66 121p.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; *INSTRUCTIONAL MATERIALS; WORKBOOKS; *STUDY GUIDES; COURSE CONTENT; UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *SURVEYING WORKBOOK; CALIFORNIA STATE DEPARTMENT OF EDUCATION

ABSTRACT - Developed with the aid of an advisory committee representing employers and employees, this workbook is for student use in a related training class in surveying. Major units of study are: (1) Practical Astronomy, (2) Construction Surveys, (3) Property Surveys, (4) Laws Affecting the Surveyor, (5) U.S. Public Land Surveys, and (6) Geodetic Surveys. The topics within each major unit give assignment, introduction, related information, and an objective-type review quiz. A related document is available as VT 011 049 (also in this issue). (GR)

VT 011 059
Powell, Robert E.; Hirschmann, Julius
Sheet Metal Workbook. Part One.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($2.25).
PUB DATE - 66 190p.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; WORKBOOKS; *STUDY GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *SHEET METAL WORKERS; SHEET METAL WORK; METAL WORKING OCCUPATIONS; SKILLED OCCUPATIONS
IDENTIFIERS - CALIFORNIA

ABSTRACT - An advisory committee of employers and employees in the sheet metal trades aided in developing this series of workbooks for apprentices attending related training classes in sheet metal. First in the series, this workbook includes the following major units: (1) The Apprentice and His Trade, (2) Mathematics, (3) Geometric Drawing, (4) Pattern Development, (5) Tools and Machines, (6) Materials, and (7) Plastics. The divisions within each unit give an assignment, introduction, related information, applications when appropriate, and an objective type review quiz. Photographs, line drawings, an instructional materials list, and a supplementary reference list are included. Related documents are available as VT 011 060-VT 011 062 (also in this issue). (GR)

VT 011 060
Powell, Robert E.; Hirschmann, Julius
Sheet Metal Workbook. Part Two.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($2.25).
PUB DATE - 68 180p.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; WORKBOOKS; *STUDY GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *SHEET METAL WORKERS; SHEET METAL WORK; METAL WORKING OCCUPATIONS; SKILLED OCCUPATIONS
IDENTIFIERS - CALIFORNIA

ABSTRACT - This workbook, second in a series prepared with the aid of an advisory committee of employers and employees in the sheet metal trades, was developed for sheet metal apprentices attending related training classes. Major units are: (1) Workmen's Legal Rights and Benefits, (2) Mathematics as Applied to the Trade, (3) Geometric Drawing, (4) Principles of Parallel Line Development, (5) Principles of Radial Line Development, (6) Principles of Triangulation, (7) Principles, Maintenance, and Use of Tools and Machines, (8) Materials of the Trade, and (9) Rigging. The units include subtopics, each containing a study assignment and a study guide. Photographs, line drawings, an instructional materials list, and a supplementary materials reference list are included. Related documents are available as VT 011 059, VT 011 061, and VT 011 062 (also in this issue). (GR)

VT 011 061
Meyer, Leo
Course in Sheet Metal; A Workbook for Apprentices in the Sheet Metal Trade. Part 3. Revised Edition.

California State Dept. of Education, Sacramento. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 62 110p.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTION MATERIALS; WORKBOOKS; *STUDY GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *SHEET METAL WORKERS; SHEET METAL WORK; METAL WORKING OCCUPATIONS; SKILLED OCCUPATIONS
IDENTIFIERS - CALIFORNIA

ABSTRACT - An advisory committee of employers and employees in the sheet metal trades aided in developing this series of workbooks to meet the needs of the apprentice for an organized course of study in the technical phases of the sheet metal trade. Third in the series, this workbook includes the following major units: (1) Mathematics, (2) Pattern Development, (3) Tools and Equipment, (4) Materials, (5) Welding, (6) Rigging, (7) Shop Kinks, and (8) The Construction Industry and Atomic Energy. The divisions within each unit give reference, introduction, assignment, and an objective type review quiz. Photographs, line drawings and an instructional materials reference list are included. Related documents are available as VT 011 059-VT 011 060, and VT 011 062 (also in this issue). (GR)

VT 011 062
Course in Sheet Metal; A Workbook for Apprentices. Part 4. Revised Edition.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Fiscal Office, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 64 103p.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; WORKBOOKS; *STUDY GUIDES; *SHEET METAL WORKERS; UNITS OF STUDY (SUBJECT FIELDS); SHEET METAL WORK; METAL WORKING OCCUPATIIONS; SKILLED OCCUPATIONS
IDENTIFIERS - CALIFORNIA

ABSTRACT - This workbook, the last of a series prepared by State staff with the aid of an industrial advisory committee, is designed to meet the needs of the apprentice in learning the technical phases of the sheet metal trade. Major units are: (1) Blueprint Reading, (2) Pattern Development, (3) Short Methods of Pattern Development, (4) Materials, (5) Heating and Ventilating, and (6) Building Codes and Laws. Divisions within each unit give assignment, introduction, related information, and an objective type review quiz. Photographs, instructional materials, and a list of supplementary references are included. Related documents are available as VT 011 059-VT 011 061 (also in this issue). (GR)

VT 011 118
Lithographer 3 and 2. Rate Training Manual.

Department of the Navy, Washington, D.C. Training Publications Div.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10452-B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:L71/969, $5.25).
PUB DATE - 69 618p.

DESCRIPTORS - *PRINTING; *TRADE AND INDUSTRIAL EDUCATION; *GOVERNMENT PUBLICATIONS; *LABORATORY MANUALS; *SUPPLEMENTARY TEXTBOOKS; GRAPHIC ARTS; PAPER (MATERIAL); PHOTOCOMPOSITION
IDENTIFIERS - *LITHOGRAPHY

ABSTRACT - This textbook was prepared by the Training Publication Division as an intended guide for lithographers. The 20 chapters describe all the significant processes now in use and give general instructions on how to operate the various types of equipment likely to be encountered in a Navy print shop. Suggested reference reading, formulary, maintenance procedures for lithographic equipment, formulas for

determining exposures, and a glossary are appended. Photographs, line drawings and reference charts are included. (GR)

VT 011 336
Training Yourself to Efficiently Clean and Sanitize a Restroom. Training Yourself Series No. 2.

Restaurant Hotel Aids, Ind., Minneapolis, Minn.
DOCUMENT NOT AVAILABLE FROM EDRS.
Restaurant-Hotel Aids, Inc., Loring Building, 1409 Willow Street, Minneapolis, Minnesota 55403 ($3.00).
PUB DATE - 67 60p.

DESCRIPTORS - *AUTOINSTRUCTIONAL AIDS; *SERVICE OCCUPATIONS; *ATTENDENTS; *TRADE AND INDUSTRIAL EDUCATION; *SERVICE WORKERS; SERVICE EDUCATION

ABSTRACT - This self-instructional bulletin for restroom attendants presents detailed written instructions and photographs illustrating proper techniques of cleaning and sanitizing restrooms. Contents provide 32 step-by-step procedures including selecting and assembling supplies and equipment, actual cleaning and sanitation methods, and servicing and maintenance of facilities. Key points to remember, checklists of proper cleaning steps, and a quiz, with answers, on proper procedures are also given as well as a sample sheet of special instructions from supervisors. (AW)

VT 011 520 ED 041 162
CLIFFORD, JACK W., AND OTHERS
SERVICE STATION ATTENDANT AND LIGHT AUTOMOTIVE MAINTENANCE, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.95 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 37P.

DESCRIPTORS - *CURRICULUM GUIDES; COURSE DESCRIPTIONS; COURSE OBJECTIVES; *SERVICE OCCUPATIONS; ATTENDANTS; SERVICE EDUCATION; AUTO MECHANICS; *TRADE AND INDUSTRIAL EDUCATION; *DISADVANTAGED YOUTH; *DROPOUT REHABILITATION; DROPOUT PROGRAMS; TEACHING TECHNIQUES; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY INSTRUCTORS AND CURRICULUM SPECIALISTS, THIS COURSE OF STUDY WAS DESIGNED TO MEET THE INDIVIDUAL NEEDS OF THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH BY PROVIDING TRAINING AS A SERVICE STATION ATTENDANT AND LIGHT AUTOMOTIVE MAINTENANCE MECHANIC. THE ACHIEVEMENT LEVEL OF EACH STUDENT IS DETERMINED AT ENTRY, AND SMALL INSTRUCTIONAL UNITS ARE USED TO PROVIDE CONTINUING POSITIVE REINFORCEMENT AND TO MINIMIZE FRUSTRATION. TRAINING IN THIS AREA IS CONDUCTED IN A PUBLIC SERVICE STATION OPERATED BY THE WORK OPPORTUNITY CENTER. INSTRUCTION IS PROVIDED IN DRIVEWAY SALES, LUBRICATION ENGINE TUNE-UP, BRAKE WORK, AND OTHER REPAIR AND MAINTENANCE TASKS SHORT OF MAJOR OVERHAUL OR BODY WORK. STUDENTS MAY RECEIVE SUCH RELATED INSTRUCTION AS MATHEMATICS, SALES, ACCOUNTING, AND COMMUNICATIONS AT THE CENTER IN ADDITION TO THE RELATED UNITS TAUGHT AT THE STATION. BRIEF DESCRIPTIONS OF OTHER INSTRUCTIONAL AREAS, TEACHING TECHNIQUES, MATERIAL UTILIZATION, MOTIVATIONAL DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (GR)

VT 011 521 ED 041 163
HUNT, EDWARD B.; ANDERSON, FLOYD L.
SMALL ENGINE MAINTENANCE AND REPAIR, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.80 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 34P.

DESCRIPTORS - *CURRICULUM GUIDES; COURSE DESCRIPTIONS; COURSE OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; *DISADVANTAGED YOUTH; *DROPOUT REHABILITATION; DROPOUT PROGRAMS; *AUTO MECHANICS; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; POWER MECHANICS; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM SPECIALISTS, THIS COURSE OF STUDY WAS DESIGNED TO MEET INDIVIDUAL NEEDS OF THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH BY PROVIDING SKILL TRAINING, RELATED INFORMATION, AND SUPPORTIVE SERVICES KNOWLEDGE IN SMALL ENGINE MAINTENANCE AND REPAIR. STUDENTS ENROLLED IN THIS COURSE WORK INDEPENDENTLY ON A VARIETY OF TWO AND FOUR CYCLE GASOLINE ENGINES, WITH INSTRUCTIONAL UNITS IN SERVICING, ADJUSTMENT, REPAIR, AND OVERHAUL. THE ACHIEVEMENT LEVEL OF EACH STUDENT IS DETERMINED AT ENTRY AND SMALL INSTRUCTIONAL UNITS PROVIDE CONTINUING POSITIVE REINFORCEMENT AND MINIMIZE FRUSTRATION. BRIEF DESCRIPTIONS OF OTHER INSTRUCTIONAL AREAS, TEACHING TECHNIQUES, MATERIALS UTILIZATION, MOTIVATIONAL DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE AND VT 006 714 (ARM SUMMER 1970). (GR)

VT 011 523 ED 041 165
BLY, ERVIN; ANDERSON, FLOYD L.
OFFSET PRINTING, COURSE DESCRIPTION.

MINNESOTA PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.95 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 37P.

DESCRIPTORS - *CURRICULUM GUIDES; COURSE DESCRIPTIONS; COURSE OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; *DISADVANTAGED YOUTH; *DROPOUT REHABILITATION; DROPOUT PROGRAMS; GRAPHIC ARTS; MOTIVATION TECHNIQUES; *PRINTING; ANNOTATED BIBLIOGRAPHIES; TEACHING TECHNIQUES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND A CURRICULUM DEVELOPMENT SPECIALIST, THIS COURSE OF STUDY WAS DESIGNED TO MEET THE INDIVIDUAL NEEDS OF THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH BY PROVIDING SKILL TRAINING, RELATED INFORMATION, AND SUPPORTIVE SERVICES KNOWLEDGE ABOUT OFFSET PRINTING. THE COURSE PROVIDES TRAINING IN OFFSET PRINTING AND RELATED DARKROOM PROCEDURES. THE LEVEL OF ACHIEVEMENT OF EACH INDIVIDUAL IS DETERMINED, AND SMALL INSTRUCTIONAL UNITS ARE USED TO PROVIDE CONTINUING POSITIVE REINFORCEMENT AND TO MINIMIZE FRUSTRATION. INSTRUCTIONAL UNITS INCLUDE COMPOSITION AND LAYOUT, PROCESS CAMERA OPERATION, STRIPPING, PLATE MAKING, SMALL PRESS, AND FINISHING OPERATIONS. BRIEF DESCRIPTIONS OF OTHER INSTRUCTIONAL AREAS, TEACHING TECHNIQUES, MATERIAL UTILIZATION, MOTIVATIONAL DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (GR)

VT 011 531 ED 041 173
DENNY, WALTER E.; ANDERSON, FLOYD L.
MACHINE TOOL OPERATION, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.80 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 34P.

DESCRIPTORS - *CURRICULUM GUIDES; COURSE DESCRIPTIONS; COURSE OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; *DISADVANTAGED YOUTH; *DROPOUT REHABILITATION; DROPOUT PROGRAMS; *MACHINE TOOL OPERATORS; SEMISKILLED WORKERS; MOTIVATION TECHNIQUES; MACHINISTS; ANNOTATED BIBLIOGRAPHIES; TEACHING TECHNIQUES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM SPECIALISTS, THIS COURSE OF STUDY WAS DESIGNED TO MEET THE INDIVIDUAL NEEDS OF THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH BY PROVIDING THEM SKILL TRAINING, RELATED INFORMATION, AND SUPPORTIVE SERVICES KNOWLEDGE IN MACHINE TOOL OPERATION. THE ACHIEVEMENT LEVEL OF EACH STUDENT IS DETERMINED AT ENTRY, AND SMALL INSTRUCTIONAL UNITS PROVIDE CONTINUING POSITIVE REINFORCEMENT AND MINIMIZE FRUSTRATION. TRAINING IN MACHINE TOOL OPERATION STRESSES THE DEVELOPMENT OF SKILLS THROUGH PRACTICAL EXPERIENCES. MACHINES USED INCLUDE THE DRILL PRESS, ENGINE LATHE, BENCH GRINDER, SURFACE GRINDER, CUTOFF SAW, AND VERTICAL AND HORIZONTAL MILLING MACHINES. UPON COMPLETION OF THIS TRAINING THE STUDENT IS QUALIFIED FOR A VARIETY OF ENTRY LEVEL POSITIONS IN MACHINE SHOPS. BRIEF DESCRIPTIONS OF OTHER INSTRUCTIONAL AREAS, TEACHING TECHNIQUES, MATERIAL UTILIZATION, MOTIVATIONAL DEVICES, AND CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE AND VT 006 714 (ARM SUMMER 1970). (GR)

VT 011 557
Curry, Harold A.; Jochem, Charles M.
Linecasting Keyboard Operation II.

Marie H. Katzenbach School for the Deaf, West Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton, Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Area, New Brunswick, New Jersey 08903 ($1.50).
PUB DATE - Sep70 117p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *DEAF EDUCATION; INSTRUCTIONAL MATERIALS; PRINTING; TYPEWRITING; ACHIEVEMENT TESTS
IDENTIFIERS - *LINECASTING KEYBOARD OPERATORS

ABSTRACT - Prepared by an instructor of the Marie H. Katzenbach School for the Deaf as an advanced workbook for students who have completed Linecasting Operation I and are interested in becoming linotype operators, this illustrated handbook contains the following units: (1) Double-Slug or Multi-Slug Composition, (2) Leaders, (3) Tabular Composition, (4) Variable Columns, (5) Constitution and By-Laws, (6) Poetry, (7) Menus, (8) Programs, (9) Roman Numerals, and (10) Brace Work. Objectives, information, and assignments make up each lesson of the units, and an achievement test completes each unit. A glossary of vocabulary words and definitions is included. "Linecasting Keyboard Operation I" is available as VT 010 457 (AIM Fall 1970). (SB)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 008 301
Mother's Aide Course. Instructor's Guide.

American National Red Cross, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
American National Red Cross, 615 North St. Asaph Street, Alexandria, Virginia 22314.
PUB DATE - ND 38p.

DESCRIPTORS - *TEACHING GUIDES; *HOMEMAKING EDUCATION; *CHILD CARE; HOMEMAKING SKILLS; CHILD DEVELOPMENT

ABSTRACT - This publication of the American National Red Cross is intended to aid in teaching basic concepts of health and safety to upper elementary and junior high school students enrolled in mother's aide courses in child care. Following brief general information, four instructional sessions are presented covering child growth and development and cleanliness, handling small babies, hazards and emergency and safety measures, and food, recreation, and discipline. Each session includes suggested demonstration materials and visual aids, skills and concepts to be learned, suggested learning activities, teaching suggestions, references, and questions and discussion points. Lists of instructors' references and films are appended. (AW)

VT 008 649
Planning Guidelines for Vocational and Technical Education Facilities.

New Jersey Occupational Research and Development Branch, Trenton.
MF AVAILABLE IN VT-ERIC SET.
New Jersey State Department of Education, Division of Vocational Education, 225 West State Street, Trenton, New Jersey 08625 (no charge).
PUB DATE - May69 23p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *FACILITY GUIDELINES; *ADMINISTRATOR GUIDES; EDUCATIONAL FACILITIES; *SCHOOL SHOPS; *CLASSROOM ARRANGEMENT; TRAINING LABORATORIES; *SPACE CLASSIFICATION; OFFICES (FACILITIES); INTERIOR SPACE

ABSTRACT - The recommended square foot area for instructional, planning, finishing, and storing needs as well as the recommended minimum floor area per student is given for the following subject areas: (1) industrial occupations-industrial arts, (2) agriculture education, (3) business education, (4) distributive education, (5) health occupations, (6) home economics education, (7) technology for children, (8) vocational programs (trade and industrial), and (9) technical education. Appended are 54 basic guidelines to consider when planning a single vocational education shop or laboratory or a total department. (GR)

VT 008 732
Further Education for Craftsmen.

City and Guilds of London Inst., Inc. (England).
DOCUMENT NOT AVAILABLE FROM EDRS.
City and Guilds of London Institute, 76 Portland Place, London, W.1, England ($.66).
PUB DATE - Apr64 37p.

DESCRIPTORS - *PROGRAM DESCRIPTIONS; *FOREIGN COUNTRIES; *TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; GENERAL EDUCATION; ARTICULATION (PROGRAM); *APPRENTICESHIPS; FEMALES; MALES; CURRICULUM; OCCUPATIONAL TESTS; PROGRAM LENGTH
IDENTIFIERS - *ENGLAND

ABSTRACT - The purpose of the series of three monographs, of which this document is the second, is to share the experience of the City and Guilds of London Institute in the area of technical education at a time of expected acceleration of such education due to the Industrial Training Act of 1964. This monograph is concerned with part-time courses of further education designed for apprentices to the skilled crafts or young persons in occupations with similar requirements. Major sections include: (1) "General Features of Craft Courses" presenting objectives, structure, inter-relationships between syllabuses, practical work, and non-vocational subjects, (2) "Examination" covering written and practical forms, (3) "Duration and Arrangement of Courses," (4) "Provisions for the Abler Student" including advanced craft courses, full technological certificate courses, "end-on" craft/technician courses, and transfer to ab initio technician courses, (5) "Future Education and Industrial Training," (6) "Non-Vocational Studies," (7) "Craft Courses for Girls," and (8) "The Future." The other two monographs are available as VT 011 653 and VT 011 656. Other related documents are available as VT 011 654, VT 011 655, and VT 011 657. (JK)

VT 010 468
Physics for Electrical Construction and Maintenance.

Essex County Vocational and Technical High Schools, East Orange, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Area, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jul65 277p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *PHYSICS; *PHYSICS EXPERIMENTS; ELECTRICITY; SECONDARY GRADES

ABSTRACT - Prepared by a high school instructor of vocational and technical education, this manual provides instruction on practical physics for use by students enrolled in a course in electrical construction and maintenance. Contents cover six units, including: (1) Introduction to Physics, (2) Matter and Its Properties, (3) Mechanics, (4) Heat, (5) Light, and (6) Sound, with each unit broken down into separate lessons providing content, selected experiments, and questions for discussion and review. Numerous photographs, line drawings, diagrams, and tables illustrate the text. The manual should be used as an aid for self-study purposes, or with a minimum amount of teacher supervision. (AW)

VT 010 487
Blume, George T.
Career Exploration; Unit 1, Exploring Opportunities (and Project Leaders Guide).

Virginia Polytechnic Inst., Blacksburg. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
Publication 270
Cooperative Extension Service, Extension Division, Virginia Polytechnic Institute, Blacksburg, Virginia 24061 ($.23).
PUB DATE - 69 92p.

DESCRIPTORS - *CAREER PLANNING; *OCCUPATIONAL INFORMATION; *MANUALS; *GUIDES; OCCUPATIONAL ASPIRATION; VOCATIONAL INTERESTS; CAREER CHOICE
IDENTIFIERS - *4-H CLUBS

ABSTRACT - The 4-H Career Exploration program is designed for senior 4-H club members, 14 years of age or older, to: (1) increase their career opportunities, (2) study occupational characteristics and requirements, (3) better understand themselves, and (4) recognize the importance of comparing personal characteristics with occupational reqirements. Career exploration includes a consideration of the following: personality, health, achievements, family interests, life goals, personal interests, vocational goals, educational requirements, occupational decision, occupational adjustment, and opportunities for advancement. Twelve worksheets are appended. A project leader's guide accompanies this unit. Unit 2, Steps Toward the Working World, is available as VT 011 446 (also in this issue). (CH)

VT 010 565
Industrial Cooperative Training Reference Manual.

Oklahoma State Board of Vocational and Technical Education, Stillwater. Div. of Trade and Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 42p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INDUSTRIAL EDUCATION; *REFERENCE MATERIALS; *COOPERATIVE EDUCATION; *INSTRUCTIONAL MATERIALS; HEALTH OCCUPATIONS EDUCATION; BUILDING TRADES; AUTO MECHANICS; AUTO BODY REPAIRMEN; AUTO PARTS MEN; APPLIANCE SERVICE TECHNICIANS; COOKS; FURNITURE INDUSTRY; PARAMEDICAL OCCUPATIONS; MACHINISTS; PUBLISHING INDUSTRY

ABSTRACT - Developed in a curriculum materials center, this reference manual is a listing of study guides, reference books, and other reference materials for use in industrial cooperative training programs on the secondary level. Materials are listed for 32 occupations, including: (1) appliance, radio and television, and refrigeration and air conditioning repairmen and servicemen, (2) automotive repairmen, mechanics, machinists, etc., (3) building trades occupations, such as plumbers, bricklayers, carpenters, and electricians, (4) dental and medical assistants, laboratory workers, and technicians, (5) furniture repairmen and upholsterers, (6) commercial cooks and

bakers, (7) meat cutters, (8) draftsmen, (9) nurses' aides, (10) machinists and sheet metal workers, (11) welders, and (12) printers and publishers. Title, publisher, and price is provided for each item. A separate list of publishers' addresses is also included. (AW)

VT 010 628
Using Fractions (Teaching Package).

Rehabilitation Research Foundation, Elmore, Ala.
Department of Labor, Washington, D.C.
Department of Health, Education, and Welfare, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($1.75).
PUB DATE - 67 102p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; ARITHMETIC; *FRACTIONS; DISADVANTAGED GROUPS; ADULT EDUCATION; TESTS; ANSWER KEYS; INDIVIDUAL STUDY; *UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT; MDTA

ABSTRACT - Developed under the Manpower Development and Training Act of 1962, this teaching kit is designed as a reference course in fractions for use in adult education classes, particularly classes for the disadvantaged. The kit contains teaching suggestions, pretest, posttests, and these individual lesson packets: (1) Introduction, (2) Reducing Fractions, (3) Finding Lowest Common Denominator, (4) Changing Improper Fractions to Mixed Numbers, (5) Changing Mixed Numbers to Improper Fractions, (6) Adding, (7) Subtracting, (8) Multiplying, and (9) Dividing. Information, examples, questions and answers are included with each lesson packet. (SB)

VT 010 637
A Comprehensive Occupational Education Program.

Wyoming State Dept. of Education, Cheyenne.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 26p.

DESCRIPTORS - *CURRICULUM DESIGN; *MODELS; *VOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION; ELEMENTARY EDUCATION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; CHARTS; *EDUCATIONAL PROGRAMS; PUBLIC SCHOOLS; OCCUPATIONAL CLUSTERS; WORK ATTITUDES; CAREER PLANNING; CAREER OPPORTUNITIES; DROPOUTS
IDENTIFIERS - *COMPREHENSIVE OCCUPATIONAL EDUCATION PROGRAM; COEP; WYOMING

ABSTRACT - The state of Wyoming developed a Comprehensive Occupational Education Program (COEP) which emphasized the development of attitudes toward the world of work without changing the existing curriculum. COEP was developed for kindergarten through high school and post-high school training. This report contains sample curriculum suggestions for the various grades and gives examples of occupations found in the various occupational clusters. (BC)

VT 010 646
Background to Careers.

Australian Dept. of Labour and Industry, Sydney. Div. of Vocational Guidance Services.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 187p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER PLANNING; *OCCUPATIONAL INFORMATION; SELF EVALUATION; *OCCUPATIONAL GUIDANCE; JOB TRAINING; *CAREER OPPORTUNITIES; COUNSELOR ROLE

ABSTRACT - Following introductory information offering suggestions on choosing a career, the publication summarizes the qualifications for over 150 skilled occupations in trades, careers for which university education is essential, and many other jobs. Developed by an Australian governmental agency, the information includes: (1) types of positions available, (2) personal qualifications, (3) training and education requirements, (4) salary range, and (5) addresses of information personnel. (JS)

VT 010 738
Marshall, Jane N., Ed.
Aviation Education Bibliography.

National Aerospace Education Council, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
National Aerospace Education Council, Room 615, Shoreham Building, 806 15th Street, N.W., Washington, D.C. 20005 ($.50).
PUB DATE - Aug67 74p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *AEROSPACE TECHNOLOGY; TECHNICAL EDUCATION; INDUSTRIAL EDUCATION; AEROSPACE INDUSTRY; AIRCRAFT PILOTS; AVIATION TECHNOLOGY; PERIODICALS; AUDIOVISUAL AIDS
IDENTIFIERS - AIR AGE; *AVIATION EDUCATION

ABSTRACT - This annotated bibliography contains updated references to books, printed materials, and audiovisual aids related to aviation. Part I lists books with copyright dates from 1964 to 1967, Part II lists reference works, and Part III, periodicals. Within these general divisions, materials are grouped together by subject and coded to indicate course and reader level which may be from primary to adult. Appended are separate indexes to authors, titles, and sources. (GR)

VT 010 772
Related General Information for Vocational Cooperative, Trade, and Technical Education.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($2.00).
PUB DATE - 68 257p.

DESCRIPTORS - VOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *SECONDARY SCHOOL STUDENTS; LESSON PLANS; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; *VOCATIONAL COUNSELING

ABSTRACT - A committee composed of industrial cooperative coordinators prepared these related information lessons for teachers to use in preparing high school students for the world of work. Lesson outlines have been grouped into the following eight sections: (1) Orientation--Appraisal--Evaluation, (2) Getting A Job, (3) Job Practices and Human Relations, (4) Personnel Management and Labor Relations, (5) Regulatory Agencies and Legislation, (6) Business and Industry, (7) Consumer Economics and Related Topics, and (8) General Topics. The lessons in each section include a suggested outline and suggested references in the form of books, pamphlets, visual aids, and other useful documents. The material is designed to be used 1 period each week for 1 school year. (GR)

VT 010 807 ED 042 002
A GUIDE TO WORK EXPERIENCE EDUCATION AND EMPLOYMENT PLACEMENT; A PROGRAM FOR SENIOR HIGH SCHOOLS.

LOS ANGELES CITY SCHOOLS, CALIF.
EDRS PRICE MF-$0.50 HC-$4.00
PUB. NO. 403
PUB DATE - 69 78P.

DESCRIPTORS - *PROGRAM GUIDES; *WORK EXPERIENCE PROGRAMS; *COOPERATIVE PROGRAMS; *EMPLOYMENT EXPERIENCE; COOPERATIVE EDUCATION; SECONDARY EDUCATION; *VOCATIONAL EDUCATION

ABSTRACT - THIS MANUAL IS INTENDED PRIMARILY AS AN OPERATIONAL GUIDE FOR SCHOOL AND AREA WORK EXPERIENCE COORDINATORS IN SENIOR HIGH SCHOOLS. CONTENTS COVER: (1) DEVELOPMENT OF THE COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAM, (2) VARIOUS TYPES OF WORK EXPERIENCE, (3) YOUTH GUIDANCE AND PLACEMENT SERVICE, (4) LEGAL ASPECTS OF EMPLOYING MINORS, (5) SCHOOL CREDIT FOR WORK EXPERIENCE PROGRAMS, (6) DUTIES OF WORK SUPERVISORS AND PROGRAM COORDINATORS, (7) PROGRAM MAINTENANCE, AND (8) EXPLORATION OF WORK EXPERIENCE AND WORK PERMIT FORMS, INCLUDING SAMPLES OF EACH FORM. A BIBLIOGRAPHY IS ALSO INCLUDED, AND THE GUIDE IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. (AW)

VT 011 016
Curriculum Materials of the Office of Education in Vocational and Technical Education and Manpower Development and Training.

Office of Education (DHEW), Washington, D.C. Bureau of Adult, Vocational, and Technical Education.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Mar70 19p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *INSTRUCTIONAL MATERIALS; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; OFFICE OCCUPATIONS EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; TRADE AND INDUSTRIAL EDUCATION; GUIDANCE; TEACHER EDUCATION; FACILITIES; SAFETY EDUCATION

ABSTRACT - This pamphlet provides a listing of 77 curriculum materials developed by the Office of Education (OE) for use in vocational and technical education and manpower development and training and arranged under the subject areas of: (1) Agriculture, (2) Distribution and Marketing, (3) Facilities and Equipment, (4) Guidance, (5) Health Occupations Education, (6) Home Economics Education, (7) Office Occupations, (8) Safety, (9) Special Needs of Youth and Adults, (10) Teacher Education, (11) Technical Education, (12) Trade and Industrial Education, and (13) Miscellaneous. Within each subject area, materials are arranged alphabetically by title, with each entry listing OE number, type of publication, publication date, number of pages, availability, source symbol keyed to the footnote explanation provided, price if given, and a brief annotation. An additional listing of nine publications developed under OE contracts and available from nongovernment sources is also included. (AW)

VT 011 063
Pisciotti, A.R.
Industrial Materials.

Bayonne Technical Vocational High School, N.J.
Rutgers, The State University, New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Curriculum Laboratory, Department of Vocational-Technical Education, Graduate School of Education, 4103 Kilmer Area, Rutgers University, New Brunswick, New Jersey 08903 ($2.25).
PUB DATE - Nov68 203p.

DESCRIPTORS - *CONSUMER EDUCATION; *INDUSTRIAL EDUCATION; *MATERIAL DEVELOPMENT; RESOURCE MATERIALS; *LABORATORY EXPERIMENTS; SECONDARY STUDENTS

ABSTRACT - Based on a course of study outline and designed around various industrial materials, this study guide was developed by related science instructors for students in a general vocational course at the secondary level. The guide is designed to give the student an insight into the materials and processes of industry, as an aid in selecting his future technical occupation and as an introduction to consumer education so that the student will be capable of selecting, purchasing, and maintaining the products of industry. Major section topics include: (1) Textiles, (2) Paper, (3) Ceramics, (4) Forest Products, (5) Metals, (6) Plastics, (7) Paint, and (8) Rubber. Each section contains individual lessons with assignments and laboratory exercises when appropriate. The document is illustrated with line drawings and photographs. (GR)

VT 011 065
Arvin, Jean
Let's Explore Aviation; A Social Studies Unit.

Kansas State Dept. of Economic Development, Topeka. Aviation Div.
MF AVAILABLE IN VT-ERIC SET.
Aviation Division, State of Kansas, State Office Building, Topeka, Kansas 66612 (no charge).
PUB DATE - ND 34p.

DESCRIPTORS - *TEACHING GUIDES; *UNIT PLAN; *RESOURCE MATERIALS; AVIATION VOCABULARY; TRANSPORTATION; *SOCIAL STUDIES; *SOCIAL STUDIES UNITS; UNITS OF STUDY (SUBJECT FIELDS); GRADE 5

ABSTRACT - Prepared by an elementary school teacher, this fifth grade social studies unit deals with air education, emphasizing the social aspects of aviation and the significance of aviation in modern life. Contents cover five general subject areas, with approximately 1 week to be spent on each, including: (1) flight in small private aircraft within the State of Kansas, (2) operation of a municipal airport, (3) history of flight, (4) economic importance of aviation in Kansas, and (5) present and future implications of swift global transportation. Suggested learning activities are presented, including objectives, skills to be developed, description of activity, materials needed, and estimated time to be spent, as well as correlated activities such as application of mathematics and language arts to the study of aviation. Suggested evaluative procedures also are given. Both children's and teachers' bibliographies are included. (AW)

VT 011 097
Merchandising Your Job Talents.

Manpower Administration (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L1.7/2:J57/3, $.25).
PUB DATE - 69 28p.

DESCRIPTORS - *VOCATIONAL EDUCATION; BUSINESS EDUCATION; ENTRY WORKERS; *OCCUPATIONAL GUIDANCE; EMPLOYMENT INTERVIEWS; *MANUALS; *INSTRUCTIONAL MATERIALS; *CAREER PLANNING

ABSTRACT - This pamphlet prepared by the Manpower Administration can be used in vocational programs to teach students the "how" of finding a job. Following a brief introduction, the pamphlet is divided into sections on: (1) Self Appraisal, (2) Preparing a Resume, (3) Suggested Outline for Your Resume, (4) Letter of Application, (5) Sources of Job Information, (6) Planning Your Time, (7) Job InterrVew, (8) Testing, and (9) After the Interview. This document is a revision of an earlier document available as VT 002 349 (AIM FALL 1968). (JS)

VT 011 100
Adelman, Frank W.; Thalmueller, Leonard
A Guide to Self-Instructional Materials for General Cooperative Education Programs.

Arkansas Research Coordinating Unit for Occupational Education, Fayetteville.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 32p.

DESCRIPTORS - *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *AUTOINSTRUCTIONAL AIDS; COOPERATIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; OFFICE OCCUPATIONS EDUCATION; TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - This listing of self-instructional materials is intended to aid teachers and coordinators in establishing new programs or expanding existing ones in cooperative education. Under the main headings of Agriculture, Distribution and Marketing, Health Occupations, Office Occupations, and Trades and Industry, materials are grouped by occupation according to United States Office of Education Instructional Codes and Titles. Listings include title of the material, type (text, manual, etc.), price, and source. Addresses for material sources are also provided. (AW)

VT 011 261
Shipe, Mary
Related Remedial Instruction for Students with Special Needs, Teacher's Guide.

Tennessee State Dept. of Education, Nashville. Program Services Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 209p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; SLOW LEARNERS; POTENTIAL DROPOUTS; SECONDARY GRADES

ABSTRACT - Written by a special needs instructor, this teaching guide is designed for use with potential high school dropouts, slow or reluctant learners, disadvantaged, culturally deprived, and nonachievers. Section I, on instructional equipment and materials, covers the areas of: (1) communication and perceptual skills, (2) visual functioning, (3) word knowledge and word attack skills, (4) analytical, critical, and selective reading, (5) reference skills, and (6) reading guidance. Section II is designed to give students practical training in filling out forms, applications, etc., and develops the five major areas of allied computations, applied science, communications, applied sociology, and guidance concepts in careers. Suggested grading standards and a reference list are also included. (AW)

VT 011 332
Training Guide.

Restaurant Hotel Aids, Inc., Minneapolis, Minn.
DOCUMENT NOT AVAILABLE FROM EDRS.
Restaurant-Hotel Aids, Inc., Loring Building, 1409 Willow Street, Minneapolis, Minnesota 55403 ($5.50).
PUB DATE - 66 22p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRAINING TECHNIQUES; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; FOOD SERVICE INDUSTRY; TESTING; EVALUATION; *PERSONNEL SELECTION; INTERVIEWS

ABSTRACT - This guide is intended to aid restaurant owners and managers in hiring, training, and maintaining efficient waitress staffs. Contents cover: (1) Hiring Techniques, including preparing job descriptions, reviewing applications, interviewing, evaluating, and checking references, (2) Testing/Training Program, including explaining and administering the waitress-training test, and counseling, (3) Employee Evaluation, (4) Developing Job Objectives, and (5) Making the Program Successful. Sample application and job objective forms and a waitress training test with answers are provided. (AW)

VT 011 446
Blume, George T.
Career Exploration; Unit 2, Steps Toward the Working World. Circular 864-B.

Virginia Polytechnic Inst., Blacksburg. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 62p.

DESCRIPTORS - *CAREER PLANNING; *OCCUPATIONAL INFORMATION; *WORKBOOKS; JOB APPLICATION; EMPLOYMENT INTERVIEWS
IDENTIFIERS - *4-H CLUBS

ABSTRACT - This second unit of a 4-H Career Exploration program provides the steps to be taken by high school graduates in finding jobs. Through explanatory text and workbook assignments the student learns to: (1) select references, (2) secure social security number and work permit, (3) find and evaluate job leads, (4) write letters of application, (5) prepare for interviews, and (6) set up a budget. A bibliography is included. The first unit describing the procedure to use in studying different occupations is available as VT 010 487 (also in this issue). (DM)

VT 011 519 ED 041 161
DECKER, GEORGE
READING, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$1.80 OEG-3-6-000383-0848 08
BR-5-0187
PUB DATE - 69 34P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *DISADVANTAGED YOUTH; UNEMPLOYED; DROPOUT PROGRAMS; OUT OF SCHOOL YOUTH; EDUCATIONAL INNOVATION; *DROPOUT REHABILITATION; INDIVIDUALIZED INSTRUCTION; COURSE DESCRIPTIONS; COURSE OBJECTIVES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; *READING INSTRUCTION; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS COURSE DESCRIPTION WAS DEVELOPED BY EDUCATORS FOR USE AT THE WORK OPPORTUNITY CENTER WHICH WAS ESTABLISHED TO TEACH HIGH SCHOOL DROPOUTS AND HARD-CORE UNEMPLOYED YOUTH. THE OBJECTIVES OF THIS READING CURRICULUM ARE TO DEVELOP SKILLS OF RETARDED READERS, FURTHER DEVELOP SKILLS OF ADEQUATE READERS, AND DEVELOP AN APPRECIATION FOR READING. INSTRUCTIONAL UNITS WHICH ARE TAUGHT ON AN INDIVIDUAL BASIS IN AN INNOVATIVE ATMOSPHERE, COVER: (1) DIAGNOSIS OF READING DIFFICULTY, (2) IMPROVEMENT OF WORK RECOGNITION AND ANALYSIS, (3) IMPROVEMENT OF COMPREHENSION AND INTERPRETATION, (4) IMPROVEMENT OF READING RATE, AND (5) DEVELOPMENT OF ATTITUDES AND INTERESTS. ALSO INCLUDED IN THE DESCRIPTION ARE A PROGRAM EVALUATION, AN ANNOTATED BIBLIOGRAPHY, TEACHING TECHNIQUES AND MATERIALS, AND CASE STUDIES. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (JS)

VT 011 524 ED 041 166
BROWN, HARRY J.; ANDERSON, FLOYD L.
SOCIAL COMMUNICATIONS. COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.10 OEG-3-6-000383-0848 08

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DESCRIPTORS - *SOCIAL DEVELOPMENT; *COMMUNICATION (THOUGHT TRANSFER); *DROPOUT REHABILITATION; *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; SOCIALLY MALADJUSTED; DISADVANTAGED YOUTH; VOCATIONAL TRAINING CENTERS; COURSE DESCRIPTIONS; OUT OF SCHOOL YOUTH; UNEMPLOYED; SOCIAL ADJUSTMENT; TEACHING TECHNIQUES; ANNOTATED BIBLIOGRAPHIES; MOTIVATION TECHNIQUES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - USING FEDERAL, STATE, AND LOCAL FUNDS, THE WORK OPPORTUNITY CENTER PROVIDES GUIDANCE, SKILL TRAINING, AND SUPPORTIVE SERVICES FOR THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH 16 TO 21 YEARS OF AGE. THIS PAPER DESCRIBES THE SOCIAL COMMUNICATIONS COURSE OFFERED BY THE CENTER. OFFERING INDIVIDUAL AS WELL AS GROUP COVERAGE, THE COURSE INCLUDES INDEPENDENT STUDY IN PSYCHOLOGY, GOVERNMENT, LABOR UNIONS, AND HUMAN RELATIONS. STUDENT INTERESTS AND NEEDS ARE GIVEN PRIMARY ATTENTION. THE COURSE IS DESIGNED TO DEVELOP THE STUDENT'S ABILITY TO THINK AND INTERACT WITH OTHERS IN ORDER TO ACHIEVE PERSONAL HAPPINESS AND VOCATIONAL ADJUSTMENT. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (BH)

VT 011 527 ED 041 169
VICKSTROM, SANDRA E.; ANDERSON, FLOYD L.
COMMUNICATIONS, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
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DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *DISADVANTAGED YOUTH; *DROPOUT REHABILITATION; DROPOUT PROBLEMS; EDUCATIONAL INNOVATION; UNEMPLOYED; COURSE DESCRIPTIONS; OUT OF SCHOOL YOUTH; TEACHING TECHNIQUES; COURSE OBJECTIVES; INDIVIDUALIZED INSTRUCTION; ANNOTATED BIBLIOGRAPHIES; *COMMUNICATION SKILLS
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - THIS COURSE DESCRIPTION WAS DEVELOPED BY EDUCATORS FOR USE AT THE WORK OPPORTUNITY CENTER WHICH WAS ESTABLISHED TO TEACH HIGH SCHOOL DROPOUTS AND/OR HARDCORE UNEMPLOYED YOUTH. THE ULTIMATE OBJECTIVES OF THIS CURRICULUM ARE TO DEVELOP COMMUNICATIVE SKILLS NECESSARY FOR SOCIAL INTERACTION AND TO HELP THE STUDENT COMPLETE HIGH SCHOOL GRADUATION REQUIREMENTS. INSTRUCTIONAL TOPICS SUCH AS (1) WORDS, (2) CORRECTNESS OF EXPRESSION, (3) RULES FOR WRITING, (4) EXPRESSION, AND (5) READING MATERIALS ARE TAUGHT ON AN INDIVIDUALIZED BASIS IN AN ATMOSPHERE OF "LEARNING BY DOING." OTHER FEATURES OF THIS COURSE DESCRIPTION ARE A PROGRAM EVALUATION, AN ANNOTATED BIBLIOGRAPHY, TEACHING TECHNIQUES AND MATERIALS, AND CASE STUDIES. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND VT 006 714 (ARM SUMMER 1970). (JS)

VT 011 528 ED 041 170
BENNA, SANDRA; ANDERSON, FLOYD L.
CREATIVE ART, COURSE DESCRIPTION.

MINNEAPOLIS PUBLIC SCHOOLS, MINN. WORK OPPORTUNITY CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
EDRS PRICE MF-$0.25 HC-$2.10 OEG-3-6-000383-0848 08
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PUB DATE - 69 40P.

DESCRIPTORS - *VOCATIONAL EDUCATION; COURSE DESCRIPTIONS; *DROPOUT REHABILITATION; *UNEMPLOYED; *ART; OUT OF SCHOOL YOUTH; ART EXPRESSION; COURSE OBJECTIVES; ANNOTATED BIBLIOGRAPHIES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; CASE STUDIES; *CURRICULUM GUIDES
IDENTIFIERS - MINNESOTA WORK OPPORTUNITY CENTER; *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - PREPARED BY AN INSTRUCTOR AND CURRICULUM DEVELOPMENT SPECIALISTS OF THE MINNESOTA WORK OPPORTUNITY CENTER, THIS DOCUMENT DESCRIBES AN ART COURSE WHICH AFFORDS THE DROPOUT AND/OR HARD-CORE UNEMPLOYED YOUTH AN OPPORTUNITY TO DISCOVER, EXPLORE, DESIGN, AND EVALUATE. THE APPROACH FOCUSES ON THE INDIVIDUAL AND WHAT HE WANTS TO ACCOMPLISH. DURING THE INITIAL INTERVIEW, QUESTIONS ARE ASKED TO DETERMINE WHAT AREAS OF ART THE STUDENT IS MOST INTERESTED IN, HIS STRONGEST AREAS, AND AREAS WHERE SKILLS

NEED TO BE DEVELOPED OR STRENGTHENED. THE ART PROGRAM OFFERS TWO BROAD SELECTIONS, THE "BREADTH EXPERIENCE" OR THE "DEPTH EXPERIENCE," WITH THE FORMER BEING THE CHOICE OF MOST. CONTENT IS BROKEN DOWN INTO SMALL INSTRUCTIONAL UNITS OF DESIGN, PLASTIC ELEMENTS, DRAWING AND PAINTING, PRINTING, SCULPTURE, AND LETTERING. AN ANNOTATED BIBLIOGRAPHY OF BOOKS, PERIODICALS, AND AUDIO-VISUAL MATERIALS IS INCLUDED. BRIEF DESCRIPTIONS OF THE CENTER'S INSTRUCTIONAL AREAS, A LISTING OF TEACHING TECHNIQUES AND MOTIVATIONAL DEVICES, AND SOME CASE STUDIES ARE APPENDED. RELATED MATERIALS ARE AVAILABLE AS VT 011 518-VT 011 533 IN THIS ISSUE, AND A PREVIOUS SUMMARY REPORT IS AVAILABLE AS VT 006 714 (ARM SUMMER 1970). (SB)

VT 012 408 (SEE APR '71 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Fall 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education.
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ERIC Clearinghouse on Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 (Quarterly-Fall, Winter, Spring, Summer, $11.00 per year).
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DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Document Reproduction Service (VT 012 431). Others are available from the source identified in the abstract. (CD)

VT 012 431 (SEE APR '71 RIE)
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Fall 1970.

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ABSTRACT - Documents announced with VT numbers only in the Fall 1970 issue (VT 012 408) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (CD)

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3	Guidelines for State Supervisors of Office Occupations Education, by R. D. Balthaser and Bruce I. Blackstone, 1965	--	VT 001 266 (In ED 017 746, ARM microfiche set)
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Series No.	Publication Title (LT)	Availability Center	Availability EDRS
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9	Health Occupations Education Centers, Report of a Seminar, by Grace L. Mangle, October, 1967	--	ED 016 823 MF-$.50, HC-$3.65
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